

Town of Middletown

Public Information Utilization Policy

Approved by Burgess and Commissioners at April 11, 2011 Town Meeting

Web Page

- Calendar – Town Business & Non-Profit Events in the 21769 zip code area.
- Front Page Right Side Bar- Town Business & Town Sponsored Events
- Business Directory – Businesses must be in the 21769 zip code
- Special Events – Town Sponsored Events and 21769 Non Profit Events
- Email Distribution List – Town Business, Town Sponsored Events, Emergency Notices
Anything else deemed appropriate by the Burgess & Commissioners

Quarterly Update

- Town Business, Town announcements, Town sponsored events

Community Directory

- Business Directory – Businesses must be within Town limits
- Churches – Must be within 21769 zip code
- Non Profits – Must be within 21769 zip code
- Special Events –Town Sponsored Events & Non-Profit Events

Banners

- Town Sponsored Events has first priority
- Non Profits

Safeway Bulletin Board

- Town Sponsored Events
- Non Profit Events
- Staff Discretion (lost and found for example)

Water Bill Enclosures

- Requires approval of Burgess & Commissioners