



State of Iowa Bulletin Board Policy For Executive Branch Agencies Effective August 30, 2018

NOTIFICATION

State of Iowa executive branch agencies may use physical bulletin boards to transmit information to employees and the general public. All bulletin boards under the control of executive branch agencies must adhere to the provisions of this policy.

GENERAL STATEMENT

The State, in its sole discretion, has the right to designate the use of all bulletin boards in common areas and work areas. To that end, agencies may designate bulletin boards in the following manner. At any given time, an agency may change bulletin board designations.

EMPLOYER-ONLY BULLETIN BOARDS

State agencies have the right to exclude any entity other than that agency from posting material(s) on bulletin boards under its control, and reserve use of bulletin boards exclusively for information the agency wants to transmit. This includes, but is not limited to, the right to exclude personal employee or other postings that contain material not affiliated with the agency or its programs. Bulletin boards, either in whole or in part, which the agency identifies for employer-only use shall be conspicuously designated as "Employer-Only."

GENERAL USE BULLETIN BOARDS

State agencies may choose to allow its employees and/or the public to post information on general use bulletin boards. All postings on general use bulletin boards must contain a posting date and may not be posted prior to the date reflected on the posting. Postings without a posting date or containing a future date may be removed at any time. All postings with a posting date shall be removed sixty (60) days following the posting date. Bulletin boards, either in whole or in part, which the agency identifies for general use shall be conspicuously designated as "General Use."

Agencies may require postings adhere to a particular sizes and/or methods of affixing the postings to bulletin boards. Agencies shall conspicuously post such requirements on the bulletin boards.

Agencies may not remove properly posted materials based upon the content expressed in that material except as permitted by law.

Bulletin boards in common areas on the Capitol Complex are governed by the Department of Administrative Services (DAS). DAS is responsible for designating common area bulletin boards Employer-Only or General Use.

ORGANIZATION-SPECIFIC BULLETIN BOARDS

If an organization, such as a union, maintains a contractual right to utilize a bulletin board, that bulletin board shall be conspicuously marked for the exclusive use of that organization.

Last updated August 30, 2018