

SHOULD YOU DELETE THAT POST?

SOCIAL MEDIA COMMENT MODERATION FLOWCHART

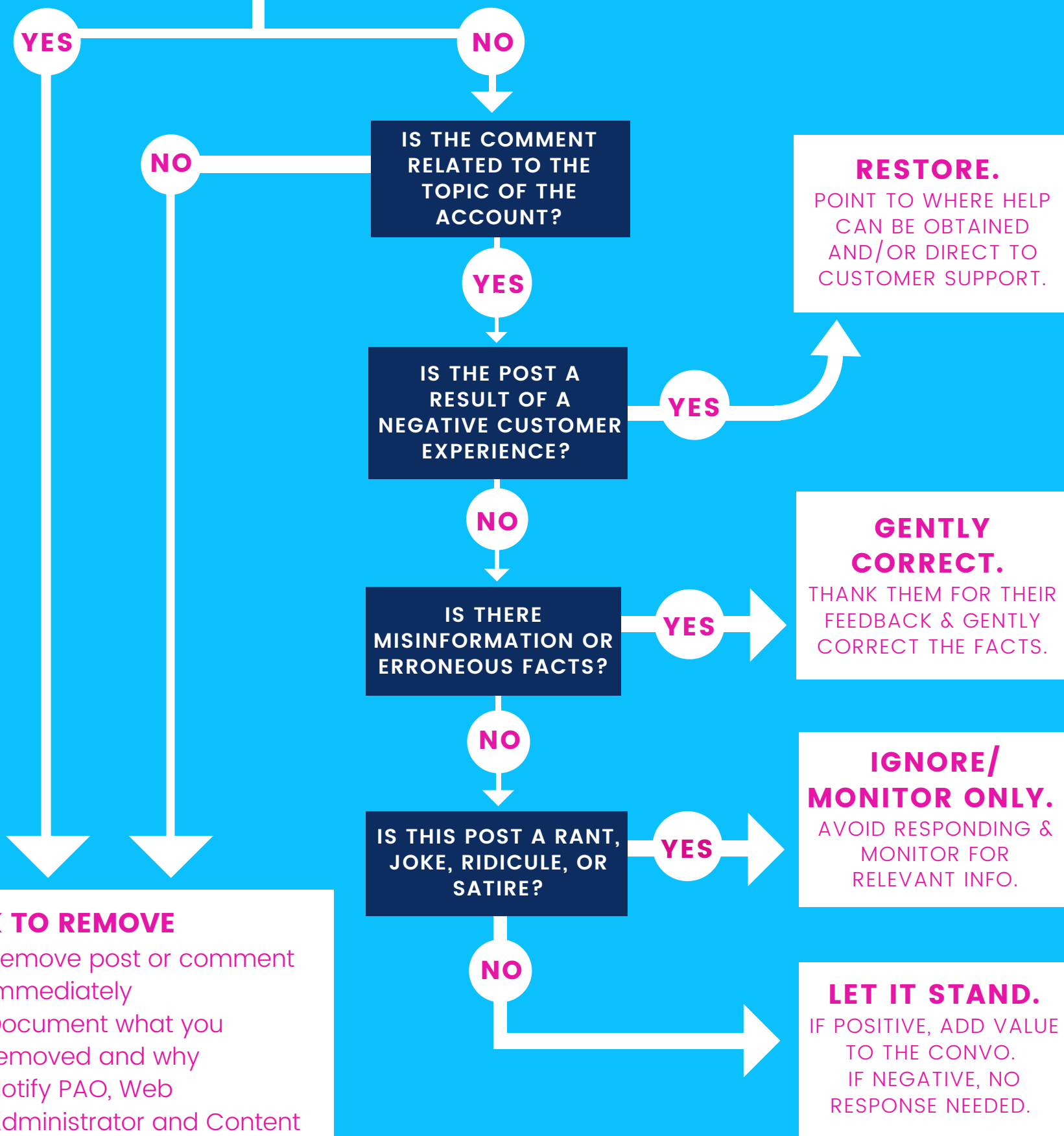


REVIEW

Does the post contain:

- Clear threats or defamation
- Content that promotes discrimination
- Obscenity (Note: profanity is not obscenity)
- Commerce solicitations (ads)
- Information that compromises public safety or endorses illegal behavior
- HIPAA protected information
- Copyrighted material

EVALUATE



REMOVE

OK TO REMOVE

- Remove post or comment immediately
- Document what you removed and why
- Notify PAO, Web Administrator and Content Coordinator

REMOVAL CONSIDERATIONS

- **Be consistent** – Only remove comments if it adheres to our guidelines for removal.
- **Document** – Document and record what you removed and why
- **Respect viewpoints** – Do not remove posts just because you disagree with their viewpoint.
- **Benefits** – Remove items that benefit the general public to do so



Learn more at:
ArchiveSocial.com