

TALLAHASSEE FIRE PROTECTION DISTRICT

RESOLUTION NO. 2018 - 006

RESOLUTION ADOPTING A POLICY
FOR THE RETENTION OF EMAIL CORRESPONDENCE

WHEREAS, the Tallahassee Fire Protection District (the “**District**”), acting by and through its duly appointed Board of Directors (the “**Board**”) desires to establish a uniform policy for the retention of official email correspondence in order to provide good order and administration for the District; and

WHEREAS, the Board has considered this issue and discussed it at the regular meeting of the Board on July 11, 2018, with additional discussion at the regular meeting of the Board on September 12, 2018; and

WHEREAS, the Board has deemed that the retention of such records should be for a period of ninety (90) days in the interest of good order and administration;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tallahassee Fire Protection District as follows:

The Board hereby adopts a policy that all official email correspondence of the Directors and the supporting staff of the Board, to include the Secretary, Accountant and Fire Chief shall be maintained for a period of ninety (90) days.

ADOPTED this 12th day of September 2018.

TALLAHASSEE FIRE PROTECTION DISTRICT

By Donna Toeroek
Donna Toeroek, President

ATTEST:

By Cynthia M. Boyle
Cynthia M. Boyle, Secretary

