

TALLAHASSEE FIRE PROTECTION DISTRICT

RESOLUTION NO. 2022-020

**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; and

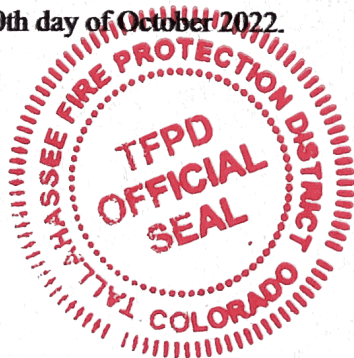
WHEREAS, the Board considered and discussed a modification for the retention of certain official email correspondence at the regular meeting of the Board on September 7, 2022; and

WHEREAS, the Board voted to modify the automatic deletion criteria for those emails deemed to be needing to be retained longer than ninety (90) days by excluding those emails located and saved in a “DoNotDelete” special folder created in any individual’s official District email account. Any email correspondence in this special folder will not be automatically deleted after ninety (90) days and will be kept until manually deleted.

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

1. **Email Retention Policy.** The Board hereby adopts a policy that all official email correspondence of the Board of Directors and the supporting staff of the Board, to include the Fire Chief and appropriate Operations Department personnel, shall be maintained for a period of ninety (90) days, unless such email correspondence is located and saved in a “DoNotDelete” special folder.
2. **Severability.** If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.
3. **Effective Date.** This Resolution shall take effect and be enforced immediately upon its approval by the Board.
4. **Replacement.** This Resolution replaces all of Resolution 2018-006.

ADOPTED this 10th day of October 2022.



TALLAHASSEE FIRE PROTECTION DISTRICT

By David Levy
David Levy, Chairman/Board President

ATTEST:

By Tamara Becht
Tamara Becht, Secretary