

**TALLAHASSEE FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2023-009**

**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 October 10, 2022.

**WHEREAS**, the Board has deemed that the retention of such records should be for a period of one year or (365) days in the interest of good order and administration.

**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 11, 2023; and

**WHEREAS**, the Board voted to modify the automatic deletion criteria for those emails deemed to be needing to be retained longer than one year by excluding those emails located and saved in a “DoNotDelete” special folder created in any individual’s District Google Gmail account. Any email correspondence in this special folder will not be automatically deleted after one year 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: 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 all Operations Department personnel, shall be maintained for a period of one year, unless such email correspondence is located and saved in a “DoNotDelete” special folder.

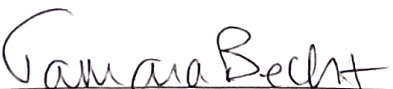
This Resolution replaces all of Resolution 2022-020.

**ADOPTED** this 9th day of October 2023.

TALLAHASSEE FIRE PROTECTION DISTRICT

By  \_\_\_\_\_  
David Levy, Chairman/Board President

ATTEST:

By  \_\_\_\_\_  
Tamara Becht, Secretary