

# **Harmony Community Development District**

## **Email Records Retention Policy**

It is the desire of the Board of Supervisors (the “Board”) of the Harmony Community Development District (the “District”) to ease administrative burden and increase efficiency in the event of a public records request.

The District shall provide all members of the Board with Harmony CDD email addresses that shall be used to conduct District business. The purpose of this policy is to lessen the obligations and risks of Board members in the case of a public records request. Board members have a duty to preserve District records and to respond to public records request as required under the Public Records Law, Chapter 119, *Florida Statutes*.

The consistent use of District email addresses by Board members will allow for the efficient and accurate administration by the District of public records requests and for the proper preservation of District records. Sole use of District email addresses by Board members for District business will also alleviate the burden on Board members from filtering through all personal emails when a public records request is received.

The Board hereby requires that all District Board members use a District email address, rather than a personal or business email address, for all District business. In the event an email comes to a personal email address, the Board member shall forward the email to their District email account to respond, and to allow the record to be properly preserved.