

COUNCIL POLICY 6.3

POLICY TITLE CITY COUNCIL OUTGOING CORRESPONDENCE

POLICY STATEMENT:

1. Copies of all letters written by the Mayor/Councilmembers in their official capacity shall be kept on file for public information in the Council office according to the records retention schedule for the current year and one full year prior to the current year.
2. Care should be taken when using official stationery to indicate that the point of view expressed by the Mayor or an individual Councilmember is not necessarily that of the Council, unless the position reflects an official Council action.

AUTHORIZATION:

Council Policy Manual Update of November 17, 1998
Revised by Resolution No. NS-30,168 on June 27, 2023