

AGENCY RECORDS

Federal Records Act requires agencies to preserve records containing documentation of functions....and essential transactions of the agency.

A document written or received by an individual Council member reflects Council business if it relates to a matter within Council jurisdiction. Official Council business does not include documents that reflect personal or private business matters, or matters relating to their other employment.

Documents written or received by Council members are considered agency records and are subject to the Federal Records Act if they reflect official Council business.

As all agency records are subject to the Freedom of Information Act (FOIA), Council member emails that address official Council business can and will be disclosed via a FOIA.

It is encouraged that Council members create an email account that is specifically dedicated to Council business, so personal information would not be disclosed via a FOIA.

The Council member email account will be collected by the staff at the end of a Council member's term of service and archived per the Federal Records Act.