
MEMORANDUM



TO: Mayor Walker and the Councilors
FROM: Edward Yost, Technology Services Manager
SUBJECT: **Authorize Adoption of Email Retention Policy**
DATE: June 2, 2022

Background:

The Council reviewed the attached email retention policy at their May 5th study session meeting. There were no concerns or requested changes.

Recommendation:

Staff recommends that the Council adopt the Email Retention Policy.