

[DATE]

Dear [NAME], [OFFICIAL POSITION]:

Thank you for your service to Leyden!

Upon your departure from your official role, we request that you return the following town property, should you not have done so already:

- Keys to town facilities;
- Property or supplies donated to or purchased on behalf of Leyden or using town funds and including donations, gifts, and grants;
- Computer and other electronic equipment;
- Passwords associated with computer equipment or official accounts;
- Records and correspondence, including hardcopy and electronic.

Electronic Correspondence Records Retention.

In addition to returning physical records, town officials and volunteers are required to retain electronic correspondence including email and text messages for up to five years, depending on the purposes of the correspondence*.

Any correspondence for which the official @townofleyden.com email address for your position or committee was sender or recipient would automatically be archived and no further retention is required. Otherwise, you may choose one of the following means of retaining electronic correspondence:

1. Compile all correspondence and submit to the Leyden Municipal Assistant; or
2. Retain these records yourself, responding to any records request during the retention period. The Town of Leyden strongly recommends that you segregate any official messages from personal messages. Any deleted messages for official Town business that are covered by retention rules should be “undeleted” at once, before the deletion becomes permanent. If you need help with these matters, please ask the Leyden Municipal Assistant.

Thank you for your cooperation,

William Glabach, Chair, Leyden Select Board

Date

* Includes e-mails pertaining to the business of a public body between members of the public body, and between members of the public body and non-members of the public body.

01.020 Correspondence (b) General Administrative Retain 3 years. General correspondence associated with administrative practices but does not create policy or procedure.

01.021 Correspondence (c) Policy Development Retain 5 years. Correspondence documenting policy development, sent or received by individuals who exercise decision-making authority on policy matters.