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Subject: Policies

Attachments: 2017-2-14 Records Retention Policy.docx
2017-1-27 Mobile Device Policy.docx
2017-2-9 FOIA- Personal Device Explanation.docx

Good Morning,

Please find attached policies regarding your use of a personal device for work, an explanation of how the Freedom of Information Act applies to information on your personal device, and an explanation of retention of records. Please review these policies and have any questions prepared for our next staff meeting where we will go over these policies.

DV