



## Personal Electronic Communications for Board and Committee Members

RFS: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

The County has received a public records request for the following: <Enter Description of request> (The full request is attached.)

1. Have you made or received electronic communications related to County business, specifically related to the above matter, on any personal email account, personal electronic device or any other non-County electronic account (text, Instagram, Facebook, etc.)?

Please mark the appropriate box:

Yes  No

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**If the answer to Question #1 is yes, please continue. If the answer is no, please sign and return this to your County Board contact.**

2. For the electronic communications that you have received related to County business, specifically related to the above matter, per the County's adopted policy and Procedure #246, did you forward all related email to your County Board contact?

Please mark the appropriate box:

Yes  No

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**If the answer to Question #2 is no, please continue to #3. If the answer is yes, please sign and return this to the County Board contact.**

If the answer to #1 above is yes, search your personal accounts and devices and submit all responsive records along with this completed form to your County contact.

3. Please list any personal email address(es) that may contain public records responsive to this request:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please list any other\* personal communications that may contain public records responsive to this request, such as text, Instagram, Facebook, etc.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_

**\*All other personal communications listed on lines A-F above are your responsibility to produce the public record(s).**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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