COUNTY COMMISSION OF JEFFERSON COUNTY

DAY BOOK POLICY

PURPOSE:
To provide the County Commission with a central depository library to review outgoing correspondence.

POLICY:
Correspondence that is outgoing and is other than routine in nature will be placed in the Day Book.

PROCEDURE:
Correspondence that is outgoing will be placed in the County Commission Day Book located in the Hunter House Conference Room on a routine basis.

Day Book correspondence will be kept for one calendar year. Correspondence for prior years will be recycled.