

Jefferson County Policies & Procedures

Policy Name:	DAY BOOK POLICY	Approved:	5/7/2009
Policy Number:	911 (Old # 2009-3)	Author:	Unk
Associated:			

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.