

## **Website procedures regarding content, publishing documents, and record keeping**

The Chapmanbeach.org website is meant to provide information to all of our members as well as access to our Board of Directors through the 'Contact Us' button viewable in the lower right corner of every screen. The website is continuously updated and should be followed to keep apprized of all that is happening in the district.

Meeting announcements, agendas, minutes, and financial reports will be posted in a timely fashion in the 'Agendas, Minutes and Financial Reports' page for the current year. Older such documents will be moved at the end of the year and maintained by fiscal year as far back as 2010 in the 'Archives' page, never to be removed.

Important and informational documents will be maintained in the 'DOCB By Laws and Docs' page. These documents will be filed by subject manner, never to be removed.

Documents that will be of value in the upcoming meeting(s) will be posted in the 'Important Info from the Board of Directors' section on the 'Home' page and moved regularly to the appropriate above mentioned pages, never to be removed.

The 'Shared and Viewable' email archive site is easily accessed via a link on the 'Home' page to a district domain where the viewer can see all email dialogue among and between the Board of Directors. The viewer can see the author, and all of the message content. These emails are posted to this site within minutes of them being sent and are maintained chronologically with the newest at the end. All 'Contact Us' emails received by the webmaster are immediately forwarded to all board members and visible on this site within minutes. These emails can never be deleted. Email attachments are not viewable on the 'Shared and Viewable' site. Those attachments will be posted in the 'Email Attachment' section on the 'Home' page with the exception of:

- Any attorney correspondence unless specifically allowed and directed by our attorney to post
- Any documents regarding any contractor bidding submittal(s)
- Anything of a personal or confidential matter regarding a board or district member.
- Any 'In Committee' documents. These documents will be released for posting when the committee has completed their work and comes to the Board to seek approval of their proposal.
- Any rude, nefarious, untruthful, slanderous or otherwise inappropriate information regardless of the author

All documents posted on the website will stay on the website. They can be moved to the 'Archive' page but not be removed. In the unanticipated instance of our web provider notifying us we have exceeded our storage space we will seek a secondary storage site such as the 'Cloud' or similar service provider and post a link on our site for public access.

We will always strive to post all information to our members to keep them informed in the direction and management of our District.

AMC/4/7/2023