

**RESOLUTION NO. 2023-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARMONY COMMUNITY DEVELOPMENT DISTRICT ADOPTING A POLICY FOR BOARD USE OF A DISTRICT EMAIL ADDRESS FOR RECORDS RETENTION; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE**

**WHEREAS**, the Harmony Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Osceola County, Florida;

**WHEREAS**, Chapter 190, Florida Statutes, provides that the District is governed by a Board of Supervisors (the “Board”) and managed by a District Manager;

**WHEREAS**, pursuant to Chapter 190, Florida Statutes, the District is authorized to adopt resolutions necessary for the conduct of District business; and

**WHEREAS**, the District finds that the policy concerning the “Harmony CDD Email Records Retention,” as set forth in Exhibit “A” attached hereto and incorporated herein, is necessary in order to provide for the orderly operation, management and protection of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HARMONY COMMUNITY DEVELOPMENT DISTRICT, OSCEOLA COUNTY, FLORIDA, AS FOLLOWS:**

Section 1. Adoption of Policy. The policy concerning the “Harmony CDD Email Records Retention,” as set forth in Exhibit A is hereby ratified, approved and confirmed to provide for the orderly operation and management of the District and is in the best interest of the District.

Section 2. Incorporation of Recitals. The recitals above are hereby incorporated into this Resolution.

Section 3. Severability. If any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or ineffective for any reasons, the remainder of this Resolution shall continue in full force and effective, it being expressly hereby found and declared that the remainder of this Resolution would have been adopted despite the invalidity or ineffectiveness of such section, paragraph, clause, or provision.

Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption.

**RESOLUTION NO. 2023-02**

**PASSED AND ADOPTED** by the Board of Supervisors of the Harmony Community Development District this 17th day of November, 2022.

**THE HARMONY COMMUNITY  
DEVELOPMENT DISTRICT,**  
a Florida community development district

ATTEST:

\_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_  
Secretary/Asst. Secretary

Print: \_\_\_\_\_  
Chairman/Vice-Chairman

## EXHIBIT A

### **Harmony Community Development District Email Records Retention Policy**

It is the desire of the Board of Supervisors (the “Board”) of the Harmony Community Development District (the “District”) to ease administrative burden and increase efficiency in the event of a public records request.

The District shall provide all members of the Board with Harmony CDD email addresses that shall be used to conduct District business. The purpose of this policy is to lessen the obligations and risks of Board members in the case of a public records request. Board members have a duty to preserve District records and to respond to public records request as required under the Public Records Law, Chapter 119, *Florida Statutes*.

The consistent use of District email addresses by Board members will allow for the efficient and accurate administration by the District of public records requests and for the proper preservation of District records. Sole use of District email addresses by Board members for District business will also alleviate the burden on Board members from filtering through all personal emails when a public records request is received.

The Board hereby requires that all District Board members use a District email address, rather than a personal or business email address, for all District business. In the event an email comes to a personal email address, the Board member shall forward the email to their District email account to respond, and to allow the record to be properly preserved.