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| COUNTY OF SHASTA | | Number |
| ADMINISTRATIVE MANUAL | | 1-115 |
| SECTION: | General Administration | Communications Received by the Board of Supervisors |
| INITIAL ISSUE DATE: | January 22, 1991 | |
| LATEST REVISION DATE: | May 3, 1994 | |
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PURPOSE

To outline the policy regarding communications received by the Board of Supervisors.

BACKGROUND

The Board of Supervisors adopted this policy on July 22, 1980, which was comprised of a compilation of earlier Board of Supervisors' policies.

POLICY/PROCEDURE

The Clerk of the Board or Deputy Clerk of the Board of Supervisors opens all mail addressed to the Board of Supervisors or Chairman of the Board of Supervisors as it arrives in the Clerk of the Board's Office. Each piece of official communication will be stamped with the date, communication, and distribution stamps. The communications will then be placed in the Board's communication file.

All communications to the Board, except those exempt from public disclosure according to State law, shall be made available to the public in the office of the Clerk of the Board at the same time as the regular prepared agenda is available to the public.

Communications received by the Board of Supervisors, which are determined to be unsigned, unintelligible, or libelous communications will be placed in a separate file in the office of the Clerk of the Board.

The Grand Jury is authorized to have access to the file containing unsigned, unintelligible, or libelous communications.

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RESPONSIBLE DEPARTMENTS

Clerk of the Board of Supervisors

REFERENCES

- BOS Policy Resolution No. 94-3--5/3/94
- BOS Resolution No. 7--7/22/80
- BOS Resolution--3/18/63 (Amended 6/3/80)
- BOS Resolution No. 70-107--8/3/70 (Amended 6/3/80)
- BOS Resolution (3/18/78); BOS Resolution (5/15/78);
- BOS Resolution No. 72-383--Repealed on 7/22/80)