



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: February 13, 2025	ITEM NO.	SUBJECT: Resolution to Approve Revised Records Policy
Presented by: Town Administrator Dawn Collins		

Background

The public records policy is enclosed with modification to add prohibiting outside media to be used to transfer electronic data that is too large to email. The town keeps flash drives on supply which will be provided at the town cost (\$2).

Recommended Action

Approve the revised public record policy, as requested and attached.