

SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

CORPORATE POLICY 5.03

WEBSITE RETENTION POLICY

Chapter: 5.0 – Document & Records Policies

Section: 5.03 – Website Retention Policy

Effective Date: November 17, 2010

1.0 PURPOSE

1.1 To establish a policy for identifying, retaining, storing and posting of information on the website of the CORPORATION.

2.0 EFFECTIVE DATE AND AMENDMENTS

2.1 This Policy shall be effective upon the approval by the BOARD. This Policy may only be amended by approval of the BOARD.

3.0 PROCEDURES

3.1 The President or his/her designee is authorized to establish and disseminate administrative procedures to implement this BOARD POLICY, as applicable.

4.0 POLICY

4.1 The objectives of the website retention policy shall be to comply with sections 2.04 (“Agendas and Minutes of the Board of Directors and Committees”) and 2.05 (“Public Disclosure”) of the OPERATING AGREEMENT and the BYLAWS. The CORPORATION shall post information to the website in a manner sufficient to ensure that data is available and accessible as long as is reasonably necessary for legal, historical, fiscal, administrative or public records request purposes for transparency.

4.2 The PRESIDENT shall designate the IT Manager to serve as website records manager. The IT Manager shall oversee the day-to-day implementation of the website retention policy, supervise and provide guidance to the CORPORATION's department leaders and staff by developing a website retention procedure.

4.3 The BOARD shall review annually the website retention policy to determine whether legal or other requirements warrant any amendments thereto. The website retention procedure will be available for review as a schedule at the BOARD's request.