

## RECORDS RETENTION FOR FACEBOOK

### I. PURPOSE:

The following guideline establishes policies and procedures for records retention of information on the City's Facebook page.

### II. RESPONSIBILITY:

The City Manager's Office will be responsible for administering this procedure guideline.

### III. POLICY:

It will be the policy of the City of Little Rock for the information entered on this City of Little Rock's Facebook site to be retained electronically on this site only.

### IV. PROCEDURE:

- A. Post to the City's Facebook site will be available on the Facebook site for a minimum of ten (10) calendar days, provided electronic storage is available.
- B. Post on the City's Facebook site will be subject to the City of Little Rock Facebook Comments Policy and enforced by the Facebook Moderator.
- C. Items removed from the City's Facebook site by the Facebook Moderator due to a violation of the City's Facebook Policy, will be retained by the Facebook Moderator in a file for a period not less than ten (10) calendar days.

Approved:



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Bruce T. Moore  
City Manager