



COLLEGE OF THE NORTH ATLANTIC

GOVERNANCE POLICY

TOPIC: REPRESENTATION

TITLE: BOARD CORRESPONDENCE

Policy No.	GP-R-703	Effective Date:	June 15, 2023
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- 703.1 Board members and employees shall use only secure email accounts to transmit or receive email correspondence related to official business.
- 703.2 All official correspondence, both electronic and paper, to or from the Board shall be routed through to the Executive Assistant to the Board's office for logging.
- 703.3 All correspondence which is marked personal shall not be opened by the Executive Assistant to the Board, without the permission of the addressee.

	Approved (Board Minute)	Date
Original Policy	BM 04-08-06	October 25, 2008
Revised	BM 06-11-06	October 28, 2011
Revised	BM 02-14-02	March 24, 2014
Revised	BM 06-20-09	November 25, 2020
Revised	BM 02-23-15	June 15, 2023