In an effort to make housing authority materials easily accessible to the Board of Commissioners, Norton Housing Authority has purchased five (5) Lenovo Tablets and key boards for Board use. All tablets or like devices provided by the housing authority are the property of the Norton Housing Authority. Tablets are for the sole purpose of:

1. Storing and accessing board packet materials;
2. Board packet review prior to the monthly meetings;
3. Easy access to prior months meeting materials; and
4. Research for board related topics.

Each board member has been assigned a tablet with a Housing Authority asset number thereon. If a Board member resigns his position on the board, the tablet must be returned to Norton Housing Authority immediately.

This policy was approved by the Board of Commissioners for the Norton Housing Authority on August 19, 2014 and re-approved on **October 13, 2015**.

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James Dinsel, Chairman