

Social Media Documentation Form:

Name of Editor: _____ Date: _____

A comment/post was **added/modified/removed** from **Twitter™/ Facebook™/ YouTube™**
(circle one) (circle one)

The original post was:

The post included the following link/photo:

The post was **removed/changed** for the following reason in the following manner:
(circle one)

Comments:

Editor Signature: _____ Date: _____

Division Director/Manager Signature: _____ Date: _____