



Legislation Details (With Board Report)

File #: RES 15-074 **Name:** Records Retention Schedule Information Technology Department

Type: BoS Resolution **Status:** Passed

File created: 7/7/2015 **In control:** Board of Supervisors

On agenda: 7/28/2015 **Final action:** 7/28/2015

Title: Adopt a Resolution to:
a. Approve the Records Retention Schedule for the Information Technology Department for the storage and/or destruction of County records in compliance with federal and state laws, county codes and policies; and
b. Authorize the Director of Information Technology or designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for the Information Technology Department.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Exhibit A - ITD Records Retention Schedule, 3. Exhibit B - ITD Records Retention Schedule Resolution, 4. Exhibit C Executed Signature Page, 5. Completed Board Order & Resolution

| Date | Ver. | Action By | Action | Result |
|-----------|------|----------------------|---------|--------|
| 7/28/2015 | 1 | Board of Supervisors | adopted | Pass |
| 7/21/2015 | 1 | Board of Supervisors | | |

Adopt a Resolution to:

- a. Approve the Records Retention Schedule for the Information Technology Department for the storage and/or destruction of County records in compliance with federal and state laws, county codes and policies; and
- b. Authorize the Director of Information Technology or designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for the Information Technology Department.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors adopt a Resolution to:

- a. Approve the Records Retention Schedule for the Information Technology Department for the storage and/or destruction of County records in compliance with federal and state laws, county codes and policies; and
- b. Authorize the Director of Information Technology or designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for the Information Technology Department.

SUMMARY/DISCUSSION:

On July 1, 2014, the Board of Supervisors adopted a County-wide Records Management Policy. A Board-approved Departmental Records Retention Schedule for the Information Technology Department will provide for authorized preservation of records and the prompt destruction of files once the designated retention period has expired.

The Information Technology Department produces both electronic and hard copy records for Information Technology business related to System Applications, Customer Service, Security, Accounting, Cable

Franchises, Federal Communications Commission Licenses, Procurement, Radio and Microwave Systems and Infrastructure Mapping. The timely scanning, shredding and recycling of these materials will reduce storage costs and improve the efficient management of the Information Technology Department records.

The Information Technology Department has created a Records Retention Schedule to address the retention and destruction of departmental specific files. Other general department records will be retained in accordance with the County-wide Cross Departmental Records Retention Schedule. The proposed Records Retention Schedule outlines retention periods for maintaining documents in Information Technology Department offices prior to destruction or transfer to the Records Retention Center, as well as retention periods for documents preserved in electronic format. Some documents will be maintained permanently.

The proposed Information Technology Department Records Retention Schedule reflects the provisions of state and federal laws as well as County codes and policies. Because Government Code Section 26200 et seq. requires that the Board of Supervisors authorize the destruction or disposition of records, the Director of Information Technology is recommending that the Board approve the proposed Information Technology Department Records Retention Schedule.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the Information Technology Department Records Retention Schedule for legality.

FINANCING:

There is no anticipated impact to the FY 2015/16 Adopted Budget. Future impacts may be realized in the form of cost savings for document storage and retrieval.

Prepared by: Elizabeth Crooke, 755-5108

Approved by: Dianah Neff, Director of Information Technology, 759-6923

Attachments:

Exhibit A: Information Technology Department Records Retention Schedule

Exhibit B: Draft Resolution

Exhibit C: Executed Signature Page