

# AGREEMENT CONTRACT ROUTING SHEET

**Date Prepared:** 09/28/2022

**Need Date:** 10/05/2022

**PROCESSING DEPARTMENT:**

Department: Information Technologies  
Dept. Contact: Audra Anderson  
Phone: 530-621-5144  
Department Head Signature: Tonya Digiorno Digitally signed by Tonya Digiorno  
Date: 2022.09.28 12:11:27 -07'00'

**CONTRACTOR:**

Name: N/A  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Org Code: 1000000  
Project # \_\_\_\_\_  
(if applicable): \_\_\_\_\_  
Funding Source: N/A

**CONTRACTING DEPARTMENT:** Information Technologies

Service Requested: Review of Board Policy A-21 Final Draft

Description: A-21 Electronic Messaging Retention Policy

Contract Term: N/A

Contract Value: \$ 0.00

**COUNTY COUNSEL:** (Must approve all contracts and MOU's)

Approved:  Disapproved:  Date: 09/29/2022 By: Janeth SanPedro Digitally signed by Janeth SanPedro  
Date: 2022.09.29 17:03:37 -07'00'  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

Minor edits.  
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**HR APPROVAL:** WILL BE REVIEWED THROUGH WORKFLOW

**RISK MANAGEMENT:** WILL BE REVIEWED THROUGH WORKFLOW

**PLEASE EMAIL SIGNED DOCUMENT TO:** audra.anderson@edcgov.us

**Thank you!**