



Legislation Details (With Text)

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File created: 9/12/2022 **In control:** Board of Supervisors

On agenda: 10/25/2022 **Final action:** 10/25/2022

Title: Information Technologies Department recommending the Board approve revisions to Board Policy A-21 - Electronic Messaging Retention Policy.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - A-21 Policy Revision Redline, 2. B - A-21 Policy Revision Clean, 3. C - A-21 Revisions Approved Blue Route

Date	Ver.	Action By	Action	Result
10/25/2022	1	Board of Supervisors	Approved	Pass

Information Technologies Department recommending the Board approve revisions to Board Policy A-21 - Electronic Messaging Retention Policy.

FUNDING: N/A

DISCUSSION / BACKGROUND

The A-21 - Electronic Messaging Retention Policy was established on June 28, 2022, to provide guidelines for electronic messaging upon implementation of the Microsoft Productivity Suite. Minor revisions to the policy are now required to match the capabilities of the Microsoft retention tools for Emails, Teams Chats, and Teams Posts. The changes provide clarity around the retention policy and deletion dates for emails, chats, and posts.

The redline and clean versions of the policy are attached. The policy has been reviewed by County Counsel and the Information Technology Steering Committee.

ALTERNATIVES

The Board could disprove or request changes to Policy A-21 - Electronic Messaging Retention Policy.

PRIOR BOARD ACTION

22-1068 - Adoption of Policy A-21

OTHER DEPARTMENT / AGENCY INVOLVEMENT

County Counsel, Department Heads, and the Information Technology Steering Committee.

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

N/A

CLERK OF THE BOARD FOLLOW UP ACTIONS

Update the Board Policy Manual to include Revised Policy A-21

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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