

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Supervisor Kevin Jeffries & Supervisor Jeff Stone

SUBMITTAL DATE:

October 29, 2013

SUBJECT: Increase the mandatory e-mail deletion time under Board Policy A-50 (5)

RECOMMENDED MOTION: That the Board of Supervisors:

1. To increase the mandatory e-mail deletion time under Board Policy A-50 (5) from 45 days to 90 days.

BACKGROUND:

Summary

Riverside County Board of Supervisors Policy A-50 on Electronic Media and Use Policy includes Section 6, establishing an e-mail retention policy that requires all e-mails either sent or received be automatically deleted after 45 days, and specifically prohibits an employee from "auto-archiving" their e-mails to prevent deletion.

The current policy results in the deletion of many records that can be useful in the conduct of business, and more importantly, can impede the ability of a constituent to receive relevant information from an otherwise timely Public Records Act Request. Telling a constituent that all records relating to a meeting held less than two months ago have already been deleted fuels suspicion, and can make it difficult for staff to produce evidence that might otherwise prove their compliance with regards to alleged violations of policies or statutes.

KEVIN JEFFRIES

Supervisor, 1st District

JEFF STONE

Supervisor, 3RD District

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS:

Budget Adjustment:

For Fiscal Year:

C.E.O. RECOMMENDATION:

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

☐ Positions Added

☒ A-30

☐ Change Order

☐ 4/5 Vote

Prev. Agn. Ref.:

District:

Agenda Number:

3-2

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Increase the mandatory e-mail deletion time under Board Policy A-50 (5)

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BACKGROUND:

Summary (continued)

This proposal would double the length of time e-mails are kept, from 45 days to 90 days, making it less likely a deleted e-mail would still be necessary in the daily course of business, but also making it less likely that we would have to tell a constituent who has made a timely request that the records they requested have already been deleted from our system.

Communications with IT management have indicated that this increase in record retention time will not create a data storage problem or additional expense for them, and County Counsel has indicated that while lengthening the records retention date is not necessary under the law, it could increase the ability to more completely comply with Public Records Act Requests in the future.

Impact on Citizens and Businesses

Will make it easier for private citizens to receive relevant records when making public records requests.

SUPPLEMENTAL:

Additional Fiscal Information

n/a

Contract History and Price Reasonableness

n/a