

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

144



FROM: SHERIFF'S DEPARTMENT

SUBMITTAL DATE:
February 3, 2015

SUBJECT: Approval of the Riverside County Sheriff's Department Retention of Electronic Documents System (REDS) as an Electronic Content Management (ECMS) trusted system, pursuant to Government Code section 26205.1(a), authorizing the Sheriff to destroy the original hardcopy and maintain the official records electronically in the departmental ECMS.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and resolve that REDS is an ECMS trusted system, pursuant to Board of Supervisors Policy A-68 and Government Code section 26205.1(a), authorizing the Sheriff to destroy original hardcopies and maintain official records electronically.
2. Adopt Resolution No. 2015-054, Approving Sheriff's Department's Electronic Content Management System and Authorizing the Sheriff's Department to Destroy Hardcopy of Official Records and to Maintain such Official Records Electronically.

BACKGROUND: Summary

In July 2011, The Board of Supervisors approved Board Policy A-68, which recognized the need to establish countywide standards to ensure that official County records that are maintained electronically, comply with state law trusted system requirements. Policy A-68 set forth the process for department heads to demonstrate compliance with the trusted system requirements, including obtaining Board approval.

(Continued on page 2)

Stan Sniff
Sheriff-Coroner-PA
Jerry Gutierrez, Assistant Sheriff

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 checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS:	Budget Adjustment: No
	For Fiscal Year: N/A

C.E.O. RECOMMENDATION: APPROVE

BY
Elizabeth J. Olson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.: _____ District: _____ Agenda Number: _____

3-16

Elizabeth Olson, Sheriff
 Concurrence

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval and resolution of the Riverside County Sheriff's Department's Retention of
Electronic Documents System (REDS) as an Electronic Content Management (ECMS) trusted
system, pursuant to Government Code section 26205.1(a), authorizing the Sheriff to destroy the
original hardcopy and maintain the official records electronically in the departmental ECMS.**

DATE: February 3, 2015

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BACKGROUND:

Summary (continued)

Policy A-68 established the process described in Government Code sections 26205 and 26205.1, which allows the Board of Supervisors to authorize the destruction of any official record, if the record is electronically recorded on a trusted system, is produced in compliance with Government Code section 12168.7 and 2 CCR 22620.1-22620.8, accurately reproduces the original record, and is conveniently accessible.

Over the past two years, the Sheriff's Department has developed REDS with oversight and guidance from the Information Security Office (ISO) and Records Management and Archives Program (RMAP). As required by Policy A-68, ISO and RMAP acted as the Assessment Team and evaluated the REDS through various stages of development.

In January 2015, The Assessment Team concluded its two year evaluation and issued its final report on REDS, finding it compliant with the requirements of Policy A-68 as a trusted system.

Impact on Residents and Businesses

REDS will not negatively impact citizens and businesses. REDS will improve the accessibility and retrieval of official records facilitating the production of these records as needed for public or business purposes. The funding will be drawn from existing approved budget.