

**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:

- 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

On motion of Supervisor Stone, seconded by Supervisor Jeffries, and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone and Ashley
Nays: None
Absent: Benoit
Date: November 5, 2013
xc: Supvr. Jeffries, Supvr. Stone, All Dept's., COB

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

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

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

3-2

Departmental Concurrence

**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)**

DATE: October 29, 2013

PAGE: Page 2 of 2

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

**Riverside County Board of Supervisors
Request to Speak**

Submit request to Clerk of Board (right of podium),
Speakers are entitled to three (3) minutes, subject
to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Paul Jacobs

Address: _____
(only if follow-up mail response requested)

City: Temecula **Zip:** _____

Phone #: _____

Date: 11/5/13 **Agenda #** 3-2

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

Support **Oppose** **Neutral**

Note: If you are here for an agenda item that is filed
for "Appeal", please state separately your position on
the appeal below:

Support **Oppose** **Neutral**

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda:

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.