***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[x]**  |  | **Time Requested:** | **5 minutes** | **Meeting Date:** | **April 2, 2024** |
| ***OR*** |
| **Consent** | **[ ]**  |  |
| **Contact Person/Department:** | **William Carroll, Assistant County Counsel** | **Phone:** | **x.8100** |
| **Address:** |  |
| **Person Appearing/Title:** | **William Carroll, Assistant County Attorney** |
| **Subject/Summary of Issue:** |
| Staff proposes that the Board of Supervisors approve a resolution adopting a countywide electronic records (email) retention policy. Generally, the policy would mandate the automatic deletion of emails after two years, subject to several significant exceptions. The policy would become effective on January 1, 2025 and, in the interim, allow County personnel to be informed and trained on the policy. A memorandum explaining the policy in greater detail is provided. |
| **Financial Impact:** |
| **NO** | [x]  | *Describe why no financial impact:*       |
| **YES** | [ ]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: |       |  |  |  |  |
| Fund:  |       |  | Description: |       | Org.: |       | Description: |       |
| Account: |       |  | Description: |       |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| That the Board approve the proposed Resolution adopting an electronic records retention policy for the County of Siskiyou effective January 1, 2025.  |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021