

**COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject

Compliance with the Countywide Records Management Program

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Purpose

In order to meet business and legal requirements, the County of San Diego requires a Records Management Program for managing paper and electronic files and strengthening the system for the creation, maintenance, usage, and disposal of County documents and records, including “official records.”

It is the intent of the Board of Supervisors that a Countywide Records Management Program be established for the purpose of assisting County Departments with managing content, regardless of format or medium.

Background

Records Management is the practice of identifying, classifying, archiving, preserving, and destroying records. It has been formally defined as the “field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.” (International Organization for Standardization 15489:2016)

There are 5 essential elements of an effective records management program. These include:

1. Records inventory and security classification
2. Accessibility and efficiency to retrieve records
3. Retention of records based on its lifecycle and disposition
4. Secure records storage for all electronic and physical records (including vital records)
5. Compliance with applicable California State laws, international standards, and best practices

The County establishes its Records Management Program in compliance with State law.

Policy

It is the policy of the Board of Supervisors that the Chief Administrative Officer shall create and maintain a viable Countywide Records Management Program in compliance with local, state, and federal laws.

The Countywide Records Management Program responsibilities shall include:

1. Guide departments on how to manage their content (either paper or electronic)
2. Maintain Countywide records policies and the global records retention policy schedule
3. Assist departments with development of departmental records retention policies and plans
4. Manage the Countywide annual Records Management audit

As such, the Board of Supervisors directs the following:

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1. All Departments and County Offices will comply with the guidelines and responsibilities established by the Chief Administrative Officer.
2. An annual audit will be conducted to ascertain departmental compliance with the adopted records management policies. The audit will be administered as directed by the Chief of Audits, Office of Audits and Advisory Services.

Responsible Departments

1. Purchasing and Contracting
2. Auditor and Controller
3. Elected Officials, Court Administrators and Department Heads

Sunset Date

This policy will be reviewed for continuance by 12-31-2029.

References

Board Action

12/16/97 (32)
03/12/02 (10)
09/23/03 (10)
05/13/08 (2)
12-09-08 (33)
12/15/15 (21)
10/30/18 (23)
10/29/19 (26)
11/15/22 (22)