

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

Subject

Compliance with the Countywide Records Management Program

**Policy
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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.”

This policy establishes the Countywide Records Management Program with its purpose to assist County Departments with managing content, regardless of format (paper or electronic, document or record).

The Countywide Records Management Program responsibilities 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

Background

Records Management is the practice of identifying, classifying, archiving, preserving, and destroying records. It is 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: 2001)

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

1. Records inventory and value classification (e.g. legal, fiscal, administrative)
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 as stated in Government Code 12236 by the Secretary of State, and in compliance with guidelines established for Local Governments.

Policy

It is the policy of the Board of Supervisors that County departments and offices comply with the Countywide Records Management Program identified in the Administrative Manual (Item 40-09).

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 outlined in the Chief Administrative Officer's Administrative Manual Item 40-09.
2. An annual audit (ref: Government Code 26883) will be conducted to ascertain departmental compliance with the adopted records management policies. The audit will include a Countywide survey of all departments. The survey will be administered by the Department of Purchasing and Contracting, and then forwarded for audit 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 12-31-2022.

References

Board Action
12/16/97 (32)
3/12/2002 (10)
9/23/2003 (10)
5/13/2008 (2)
12-09-08 (33)
12/15/15 (21)