

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

**Subject**

Compliance with the Countywide Records Management Program

**Policy  
Number**

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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 policy 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.

The Countywide Records Management Program responsibilities shall include, but not be limited to:

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 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 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 in compliance with State law.

**Policy**

It is the policy of the Board of Supervisors that County departments and offices comply with Board of Supervisor Resolutions pertaining to records management and the Countywide Records Management Program identified in the Chief Administrative Officer’s Administrative Manual Item 0040-09.

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 Administrative Manual Item 0040-09.
2. Pursuant to Government Code 26883, an annual audit will be conducted to ascertain departmental compliance with the adopted records management policies. The audit will include a County-wide 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)  
10/30/18 (23)