



Records Management Program

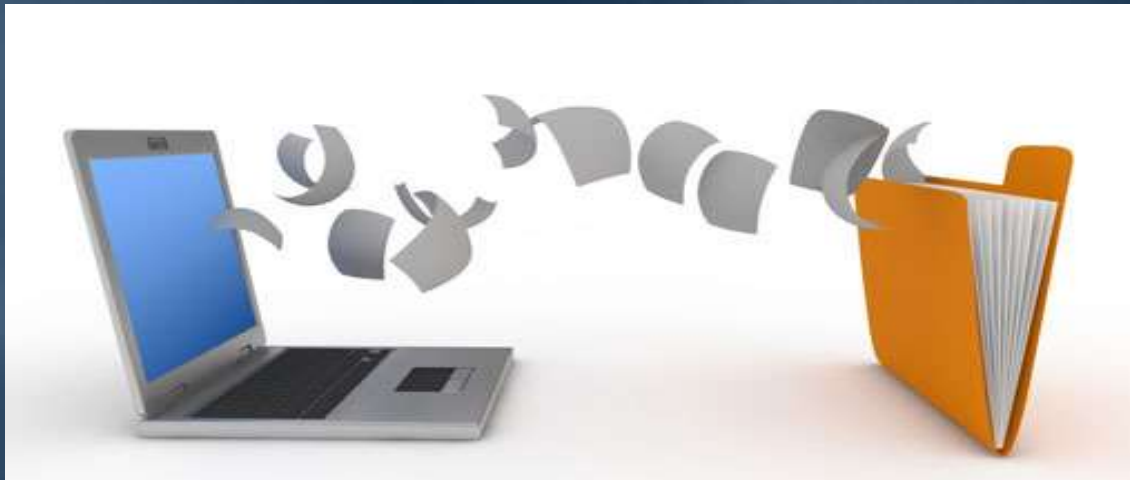
Organization, Personnel and Technology Committee

Item 6-b

May 9, 2017

What is a record?

- All Business-related Information
- Paper and Digital



What are key purposes of records protocols?

- To operate efficiently and effectively
 - Properly managed records are valuable assets
- To enable compliance with CA Public Records Act requests
- To comply with legal records retention requirements

What is Effective Records Management?

- A formal program for retaining, preserving, retrieving, and destroying records in an organized and structured manner.
- Program supports:
 - CA Law
 - Operating Policies
 - Metropolitan's Administrative Code



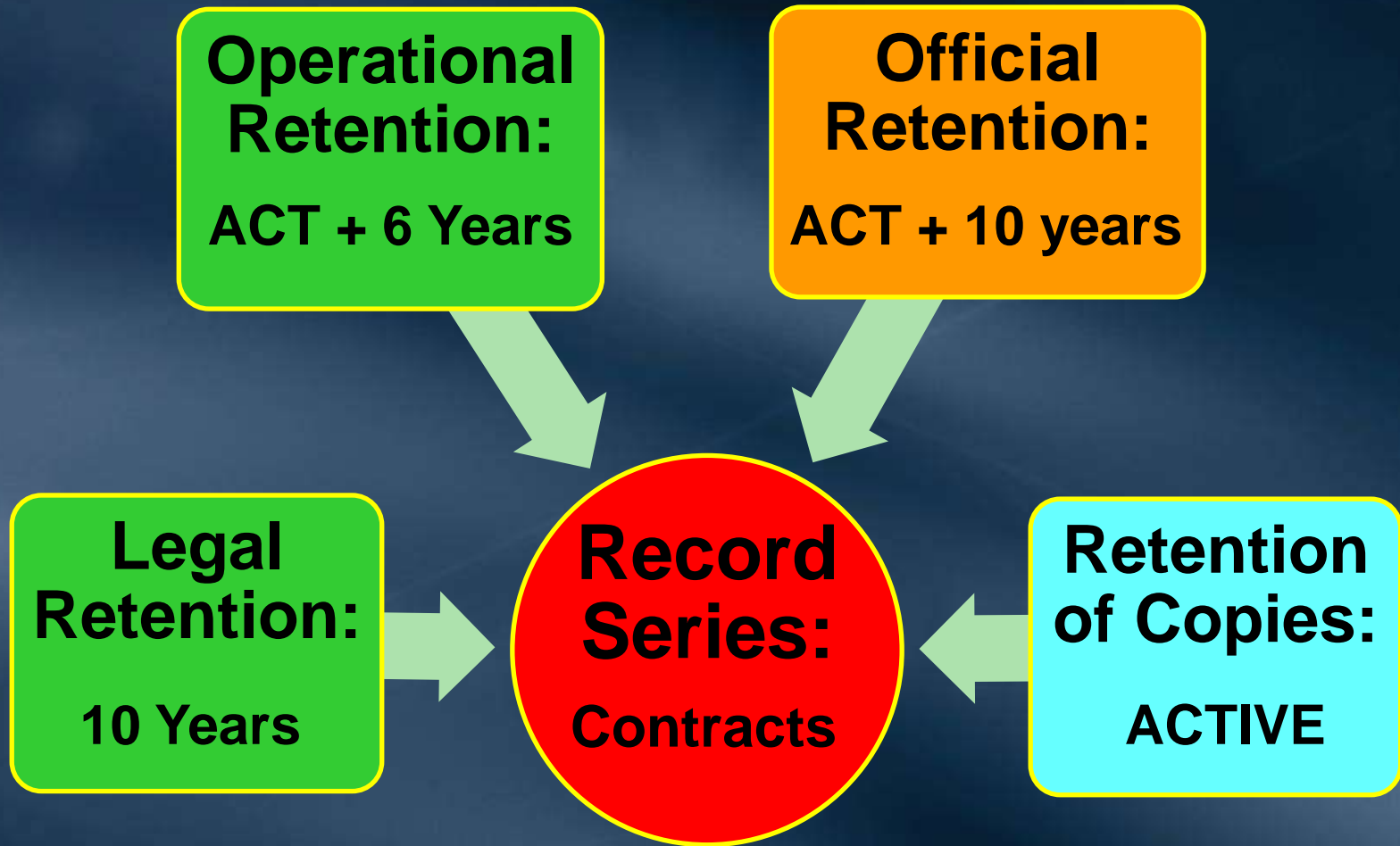
Records Retention Policy

- Governs the control of Metropolitan records
- Identifies the records retention responsibilities of staff
- Operational requirements
- Legal Department concurrence

Records Retention Policy (cont.)

- Records Retention and Disposition Schedule
 - Approved Timetable
 - Records Series (Categories)
 - Which include both electronic and hard copy records
 - Retention Periods
 - Compliance with applicable laws

Records Retention (example)



Records Retention Schedule

RECORDS RETENTION AND DISPOSITION SCHEDULE

Records Retention and Disposition Schedule									
Record Titles	Record Series	Legal Group	Class	Legal	Operational	Official	Retain Copies	Responsible Group/Department	Responsible Section
+ <u>Contracts / Agreements</u>		<u>ENG710</u>	V	10	ACT + 6	<u>ACT + 10</u>	ACT	ALL DEPARTMENTS AND GROUPS	ALL SECTIONS
+ <u>Controller Work Papers</u>		<u>NONE</u>		0	6	<u>6</u>	1	CHIEF FINANCIAL OFFICER	CONTROLLER SECTION

Records Management Program Assessment

- Assessment identified program improvements
 - Key Findings
 - Recommendations



What Does the Future Hold for Records Management?

- Administrative Services and IT have partnered to address recommended improvements
- Developed strategy implementation plans
- Identified initial deployment areas
- Information Governance (IG) Committee



Planned Initiatives

- Staff will be coming back to the Board later this year with proposed initiatives
 - Digital Asset Optimization
 - Enterprise Content Management (ECM)



