



Mendocino County

Legislation Details (With Text)

File #: 23-0538 **Version:** 1 **Name:**
Type: Approval **Status:** Agenda Ready
File created: 4/27/2023 **In control:** Information Services
On agenda: 5/9/2023 **Final action:**
Title: Discussion and Possible Action Including Approval of Mendocino County's Information Technology Acceptable Use Policy and Mendocino County's E-mail Retention Policy
(Sponsor: Information Technology)

Sponsors:

Indexes:

Code sections:

Attachments: 1. 58. IT Acceptable Use Policy, 2. 59. IT Email Retention Policy

| Date | Ver. | Action By | Action | Result |
|----------|------|----------------------|--------|--------|
| 5/9/2023 | 1 | Board of Supervisors | | |

To: Board of Supervisors

From: Information Technology

Meeting Date: May 9, 2023

Department Contact: Steve Dunicliff

Phone: 707-463-4441

Department Contact: Tony Rakes

Phone: 707-234-6000

Item Type: Regular Agenda

Time Allocated for Item: 30 Minutes

Agenda Title:

Discussion and Possible Action Including Approval of Mendocino County's Information Technology Acceptable Use Policy and Mendocino County's E-mail Retention Policy
(Sponsor: Information Technology)

Recommended Action/Motion:

Approve Mendocino County's Information Technology Acceptable Use Policy and Mendocino County's E-mail Retention Policy.

Previous Board/Board Committee Actions:

In November 2018 the Board of Supervisors approved the Information Technology (IT) Master Plan.

Summary of Request:

In accordance with initiatives outlined in the IT Master Plan, the Executive Office - Information Technology Division is developing a framework for Technology Governance. The two policies recommended for approval are in support of the recommendations identified in initiatives 83 and 91 of the IT Master Plan.

The establishment of the Acceptable Use policy outlines the acceptable use of County Information Technology

resources by employees, contractors, and authorized users. The policy aims to ensure proper use of IT resources, minimize risks to the County's systems and data, and promote consistency with County policies and any applicable compliance, regulatory and legal requirements. This is a new policy. It will be periodically reviewed by Executive Office - Information Technology Division and updated as necessary to reflect changes in technology or regulatory requirements.

The E-mail Retention Policy establishes guidelines for the retention and disposal of County of Mendocino e-mail records, in accordance with legal, regulatory, and business requirements. It also defines various roles and responsibilities for implementation of the policy, and departmental/operational responsibilities including the management of litigation holds.

Alternative Action/Motion:

Do not approve and provide direction to staff.

Does This Item Support the General Plan? N/A

Strategic Plan Priority Designation: An Effective County Government

Supervisorial District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: N/A

current f/y cost: N/A

annual recurring cost: N/A

budget clarification: N/A

budgeted in current f/y: N/A

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: N/A

CEO Liaison: Executive Office

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Senior Deputy Clerk

Final Status: Approved

Date: May 9, 2023

