



# Mendocino County

## Legislation Text

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File #: 23-0538, Version: 1

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**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

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**CEO Liaison:** Executive Office

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: May 9, 2023

Final Status: Approved

