

**RESOLUTION**

**Approving a policy for the use, management and retention of County communications made utilizing emerging technologies including e-mail, text messaging, voice mail and similar systems and records for the Board of County Commissioners and agencies, effective January 12, 2009.**

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**WHEREAS, the Board of County Commissioners recognizes that certain technologies used for both internal and external communication by employees and elected officials of Cuyahoga County have become widespread and that managing and retaining said communications are required by Ohio Revised Code Chapter 149 for purposes of Ohio's Public Records law.**

**WHEREAS, the Cuyahoga County Information Services Center ("ISC") is the agency charged with the responsibility of coordinating all electronic mail ("e-mail") services for almost all of those offices and departments that operate under the authority of the Board of County Commissioners.**

**WHEREAS, the ISC also is charged with the responsibility of coordinating all email services for many County agencies and departments operating outside the auspices of the Board of County Commissioners.**

**WHEREAS, the ISC, on an annual basis, will coordinate for various County agencies, offices and departments the receipt and transmission of approximately 4,893,200 e-mails to and from County employees.**

**WHEREAS, the ISC has proposed a policy for retaining and managing all of the e-mail to be sent or received through it, said policy being attached hereto as Exhibit A.**

**WHEREAS, the proposed policy will clarify, simplify and improve the efficiency of the process by which e-mail is both managed and retained within the County.**

**AND WHEREAS, other forms of communication, such as voice mail and text messaging have become more prevalent within the County and a policy for the retention and management of such forms of communication is necessary for the orderly operation of the County.**

**NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Cuyahoga County, Ohio, that the Cuyahoga County Information Services Center's E-Mail Management and Retention Policy attached hereto as Exhibit A shall and hereby is adopted for the Board of County Commissioners and for all County agencies and having their e-mail processed through the ISC.**

**BE IT FURTHER RESOLVED that the Supplemental Records Retention Schedule attached hereto as Exhibit B is hereby approved, and the County Administrator is directed to forward said schedule to the Cuyahoga County Records Commission for approval. Said Records Retention Schedule will supplement and/or amend the existing records retention schedules of the Board of Commissioners and agencies and having their e-mail processed through the ISC ( a list of said offices and departments is attached hereto as Exhibit C) so that their records retention schedules reflect the policy adopted herein.**

**BE IT FURTHER RESOLVED** that the County Administrator is further authorized to take whatever other steps he deems necessary to properly inform and/or train those employees affected by such policy and schedule.

**BE IT FURTHER RESOLVED** that the Clerk of the Board be, and she is, hereby instructed to transmit a copy of this resolution to James McCafferty, County Administrator; The Board of Cuyahoga County Commissioners; Directors and Managers; Judy Cetina, Manager, County Archives Dan Weaver, Director, Information Services Center and Frederick Whatley, Assistant Prosecuting Attorney, Prosecutor's Office.

On Motion of Commissioner Jones, seconded by Commissioner Dimora, the foregoing resolution was duly adopted.

**Ayes:** Jones, Dimora, Hagan.

**Nays:** None.

**Resolution Adopted.**

**Jeanne M. Schmotzer,  
Clerk of the Board**

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**Exhibit A**  
**The Cuyahoga County Information Services Center's E-mail**  
**Management and Retention Policy**

**All e-mail sent or received through the Cuyahoga County Information Services Center is the property of Cuyahoga County.**

**All e-mail sent or received through the Cuyahoga County Information Services Center will be available on the user's desktop computer until the user deletes it or until the automatic system delete occurs after 90 days from being sent or received, unless archived by the user.**

**All e-mail, whether or not archived by the user within the first 90 days, will be saved off site for 365 days from the date of creation or receipt. After 365 days, the e-mail will be permanently purged from the Cuyahoga County Information Services Center's system. If a user wishes to retain a copy of any e-mail beyond 365 days, the e-mail must be archived by the user.**

**Exhibit B**

**Supplemental Records Retention Schedule**

**This Supplemental Records Retention Schedule supplements or, in the case of a records retention schedule that has contradictory schedules for the same or similar documents, supersedes and amends all other records retention schedules for those offices and/or departments that are listed on Exhibit C, attached hereto. The following two (2) categories of documents shall be retained as follows:**

<b>2008-1</b>	<b>General Correspondence, including internal correspondence and email</b>	<b>Retain 1 year, no RC-3 needed</b>	<b>Paper or electronic</b>
<b>2008-2</b>	<b>Transient Communications, including text messages, instant messaging, voice mail, telephone messages or drafts of documents</b>	<b>May destroy at any time, no RC-3 needed</b>	<b>Paper or electronic</b>

**Exhibit C**  
**Offices and Departments Subject to the ISC Policy and the**  
**Supplemental Records Retention Schedule**

**The Board of County Commissioners**  
**Office of the County Administrator**  
**Executive Office of Health and Human Services**  
**Office of Human Resources**  
**Office of the Clerk of the Board**  
**Department of Central Services**  
**Department of Development**  
**Department of Justice Affairs**  
**Office of Budget and Management**  
**Office of Procurement and Diversity**  
**Department of Workforce Development**  
**Sanitary Engineering Division**