

DRAFT

RESOLUTION 20xx-xxx

**RESOLUTION AMENDING BOARD OF PORT
COMMISSIONERS (BPC) POLICY No. 371,
RECORDS RETENTION POLICY AND RENAMING
THE POLICY TO RECORDS AND INFORMATION
MANAGEMENT POLICY**

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

WHEREAS, on June 4, 2002, the Board of Port Commissioners (BPC) established BPC Policy No. 371, Records Retention Policy and Retention Schedule, for identifying, receiving, retaining, storing, protecting and disposing of Port District records which laid the foundation for the District's current records management program (Program); and

WHEREAS, the Program was modeled after the State of California's Records and Information Management (CalRIM) Program codified in California Government Code Sections 12270-12279.

WHEREAS, in October 2015, the California Secretary of State released the Electronic Record Guidebook reference on the CalRIM website; and

WHEREAS, the Secretary of State's guidance and other developments in the records management industry prompted the Office of the District Clerk (ODC) to begin taking steps to address electronic records management and move toward digitization; and

WHEREAS, until recently, the District's records program has been focused solely on paper records with complex and difficult-to-implement retention; and

WHEREAS, the latest thinking in records management best-practice is an approach referred to as the "Big Bucket Theory"; and

WHEREAS, the Big Bucket approach allows organizations to consolidate both paper-based and electronic information into categories ("buckets"), further providing the ability to classify records into a handful of groupings; and

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WHEREAS, groupings can be based on time periods; business functions or process; legal and/or regulatory requirements; or whatever best fits the needs and requirements of the organization; and

WHEREAS, the Big Bucket approach assists with simplification of records retention, and allows for the systematic and automated creation of record retention rules upon record declaration; and

WHEREAS, employee compliance can be greatly improved, and the risk of mismanaged files greatly reduced, in an organization's records and information management program; and

WHEREAS, in order to assist in modernization of the District's records and information management program, staff engaged Kaizen InfoSource in the spring of 2018; and

WHEREAS, their scope of work includes recommending a long-term, comprehensive solution to managing records with the use of technology; and

WHEREAS, the proposed Policy addresses records over their entire life cycle, from creation to final disposition providing the guidance upon which a modernized Records and Information Management (RIM) Program will be further developed.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the San Diego Unified Port District does hereby amend Board of Port Commissioners Policy No. 371, Records Retention Policy in order to address records over their entire life cycle, from creation to final disposition and to provide guidance upon which a modernized Records and Information Management Program will be further developed, and that the Policy be renamed to "Records and Information Management Policy."

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 12th day of September, 2018, by the following vote: