



CITY OF RAPID CITY

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TO: City Council
FROM: Mayor Sam Kooiker *SK*
DATE: February 15, 2012
SUBJECT: Adoption of the City of Rapid City Records Retention Policy

Background:

The need for a review of the City's records retention policy was identified in July 2011 when it was discovered that the previous Mayor had requested IT staff to perform a data wipe on the Mayor's office desktop computer hard drive on his last day in office. In addition, the Mayor's desktop computer had never been archived to a centralized server.

On August 1 2011, at the request of myself and our IT Division, the City Council adopted a stop-gap Data Deletion policy and the Council also directed the drafting of a Document Retention Policy.

The City had previously adopted the State's Records Retention policy by City Council resolution in 2005, but a thorough review of the policy was not completed at that time.

This proposed policy is more comprehensive and provides clearer direction than what was presented in the past. In addition, it reduces potential liability to the taxpayer.

Attachments to the agenda item:

1. Proposed Records Retention Policy (see attached file)
2. Resolution Adopting Records Retention and Destruction Schedule (see attached file)
3. State of South Dakota Record Retention and Destruction Schedules
(link to: <http://www.statc.sd.us/boa/records/2010%20Municipal%20Manual.pdf>)
4. Electronic Records Retention – Attorney's Office Memo (see attached file)
5. Rapid City Police Department Records Retention Policy (link to:
<http://www.rcgov.org/pdfs/Police/Rapid%20City%20Police%20Records%20Retention%20Policy.pdf>)
6. Records Management Policy – Frequently Asked Questions (FAQ) (see attached file)
7. Technology Resource Usage Policy (including Deletion of Data policy)
(link to: http://www.rcgov.org/pdfs/Human-Resources/Employee%20Information/TechnologyResourceUsagePolicy_8-1-2011.pdf)

8. Legal and Finance Committee's July 27, 2011 directive to prepare a Document Retention Policy:
Supporting Documentation: <http://archive.rcgov.org/lf20110727/LF072711-19/covermemo.htm>
Minutes: <http://www.rcgov.org/pdfs/Attorneys-Office/Legal-FinanceMinutes/LM072711.pdf>
9. City Council's August 1, 2011 directive to prepare a Document Retention Policy:
Minutes: <http://www.rcgov.org/pdfs/Finance/CityCouncilMinutes/CC080111mn.pdf>

