



# City of Oregon City

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## Staff Report

File Number: 19-030

**Agenda Date:** 1/16/2019

**Status:** Consent Agenda

**To:** City Commission

**Agenda #:** 8f.

**From:** City Recorder Kattie Riggs

**File Type:** Report

### **SUBJECT:**

Adjustments to Commission Policy 1-15, Electronic Messaging

### **RECOMMENDED ACTION (Motion):**

Staff recommends the City Commission adopt the revised Commission Policy 1-15, Electronic Messaging.

### **BACKGROUND:**

Commission Policy 1-15, Electronic Messaging, was adopted December 7, 2011. There has been some suggested changes and staff felt the best way to address these were to incorporate them into this policy.

The suggested changes include:

1. Including all City boards/commissions/committees in this policy because as of January 1, 2019 the Planning Commission, Historic Review Board, and Urban Renewal Commission have been issued City email addresses to use for City business.
2. Deleted emails will be permanently deleted 90-days after date the email was received.

To better comply with state records laws and since the Planning Commission & Historic Review Board are quasi-judicial governing bodies, the City has decided to provide City issued email addresses these members are required to use when conducting City business.

As background to suggestion number two listed above, the City has adopted a new email management policy that includes a modified Capstone approach to managing email. This includes reducing the number of records managed by eliminating all the R.O.T. (redundant, obsolete, trivial) files. All email files that are deleted because they are junk, garbage, ROT, and non-business items, will be permanently deleted after 90-days from the original receipt date.

Attached to this staff report is a redlined version of the proposed changes to Commission Policy 1-15 and a clean version with the changes incorporated. The Commission reviewed and discussed these changes at the Work Session held January 8, 2019 and staff incorporated the feedback from the Commission into the updated policy. Staff is now recommending approval and final adoption of revised Commission Policy 1-15, Electronic Messaging.