



COUNCILMEMBER DAVID ALVAREZ

**City of San Diego
Eighth District**

MEMORANDUM

DATE: February 28, 2014
TO: Honorable Council President Todd Gloria
FROM: Councilmember David Alvarez
SUBJECT: City E-mail Deletion Policy

Thank you for your memorandum of February 27, 2014 regarding Administrative Regulation (AR) 90.67 regarding e-mail retention and deletion (attached). I am troubled by the proposed implementation of this policy as I believe it conflicts with the spirit of several open government laws.

In the interest of the City's commitment to open and transparent government, I would request that you docket an item at City Council to discuss the Council's position on the implementation of AR 90.67 prior to it taking effect. Thank you for your prompt attention to this matter.

CC: Honorable City Attorney Jan Goldsmith
Elizabeth Maland, City Clerk
Andrea Tevlin, Independent Budget Analyst



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: February 27, 2014

TO: All City Employees

FROM: Todd Gloria, Interim Mayor

SUBJECT: Administrative Regulation 90.67, Electronic Mail (E-mail) Retention and Deletion

On February 27, 2014, Administrative Regulation (A.R.) 90.67 regarding e-mail retention and deletion was implemented. As noted in A.R. 90.67, *e-mails that are older than one year will be automatically deleted from the City's E-mail Systems*. To date, the City has not deleted e-mails and this has resulted in our City E-mail Systems being overburdened. This A.R. was implemented to address the storage capacity issues which, if unaddressed, would require the City to purchase hardware for additional storage capacity in the future.

On March 28, 2014, the Department of Information Technology will begin automatically deleting e-mails that are older than one year from the City's E-mail Systems. Furthermore, e-mails will also be deleted on a daily basis if the e-mails are older than one year. E-mails deleted from the City's E-mail Systems will be permanently unavailable unless City staff takes affirmative steps to retain them outside of the City's E-mail Systems.

Please be reminded that the City's E-mail Systems are not intended for permanent storage and official City records must be retained as described in A.R. 85.10, the City's records disposition schedule, and records management policies.

A handwritten signature in cursive script that reads "Todd Gloria".

Interim Mayor Todd Gloria

Attachments:

1. Administrative Regulation 90.67, Electronic Mail (E-mail) Retention and Deletion
2. Administrative Regulation 85.10, Records, Management, Retention and Disposition