



Roll Call Training Bulletin

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All SPD employees were recently required to acknowledge the City's revised records management policy through Target Solutions, which includes important new language on the maintenance and retention of text messages and emails sent through non-city accounts. Highlights of the policy include the following:

- All emails pertaining to City business sent through non-city accounts must be immediately forwarded to a City of Sacramento email account.
- Text messages, depending on content, may have to be produced for public records requests, litigation, or other investigations upon request.
- How long do texts need to be retained? Two years from sending/receiving.
- Who stores texts? It is the responsibility of the person who is in possession (regardless if they sent or received the text) to ensure it is retained for two years.
- How are the texts stored? Texts may remain on the user's device for two years or they may be stored on their OneDrive – utilizing approved extraction software provided by the Office of the City Clerk.
- When is a text/email a record? A record includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

Examples of texts/emails that would be considered records include:

- Discussing the collection of evidence at a crime scene.
- Giving or receiving a command related to a call for service, investigation, report, etc.
- Requesting to go home early, flex, etc.

Examples of texts/emails that would NOT be considered records include:

- Establishing a Code 7 spot.
- Expressing interest in working a different district next year.
- Discussing the outcome of the NFL Draft.

Also, keep in mind that...

- Any item that is also stated/recorded elsewhere in another acceptable fashion doesn't need to be retained. For instance, if an officer texted another officer about shell casings he/she recovered – but also stated the same in their Obs, the text itself may be deleted. Additionally, a text to your supervisor advising that you are not working today due to illness would not need to be retained if you also sent the sick notification e-mail to spdsick@pd.cityofsacramento.org.
- As long as a message has ANY relevant/recordable information, it must be retained. Even if the message is 99% about what one did over their weekend, if 1% concerns something that pertains to a work-related event, that message must be retained.

If you have further questions, contact the Professional Standards Unit @ (916) 808-3792