

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-3 - Office Security & File Security

Preamble: There is a demonstrated need for file and office security to protect the public records and assorted documentation, from wilful or accidental loss.

Policy: That a security cabinet(s) of sufficient capacity for the safekeeping of all original primary documents, corporate seal, in-office cash or monies, and other suitable articles of public value be maintained at all times and that access to the security cabinet(s) be the responsibility of one designated staff member. That the staff member is to keep the key(s) or combination with them at all times with a duplicate key(s) or combination to be stored in a safety deposit box at the local financial institution.

And further, that all files of a confidential nature be stored in the CAO's office in secured cabinets and that access to the cabinets be the sole responsibility of the CAO.

And further that all computer data files be backed-up weekly and copies, along with any program discs, be stored in a safety deposit box at the local financial institution to prevent loss by fire or other means.

And further, that all computer access be protected by separate passwords and that sensitive data or files within programs be protected by secondary passwords and that passwords not be shared.

And further, that the office, with the exception of the board room, not be occupied by any person or persons except where a staff member or regular personnel is present.

The board room is available for use by the public so long as access to the remainder of the office is not accessible.

And further, that only staff and regular personnel maintain key access to the building and that the Administrative Assistant, or the last member to leave the building, ensures that all doors and windows are secured with blinds and interior doors in the closed position.

Date: September 14, 1993
Amended: February 13, 1996
Amended: November 15, 2012
Proposed Amendment: November 14, 2013

Rational for amendment: to reflect the public use of the board room

Board Meeting
NOV 14 2013
CCRD ITEM E(c)