

SAMPLE ELECTRONIC DATA MANAGEMENT PLAN

Document Type	Retention Period	Does it contain sensitive information, e.g., personal information, statutorily protected? If so, what type?	Is access to data restricted within the department? If so, to whom?	IT system
<p><u>Real Property Records.</u> Records documenting the administration, purchase, transfer, or sale of real property including but not limited to deeds, appraisals and valuations, closing statements, agreements, property descriptions, easements, and property dispute documentation.</p>	<p>PERMANENT (Gov. Code, § 34090.)</p>	<p>No</p>	<p>No.</p>	<p>Stored in Shared Drive in Real Property File.</p>
<p><u>Case files, child welfare.</u> Case files representing EHSD. Specifically, those involving cases of the natural parents of minors scheduled to be removed from the home.</p>	<p>5 years See Gov. Code § 26202; Resol. 2012/XXX</p>	<p>Yes, may include documents filed in the superior court and attorney notes. Welf. &amp; Inst. Code, §§ 827 et seq.</p>	<p>Restricted to juvenile/conservatorship unit unless a need to know shown.</p>	<p>Stored in Shared Drive in Child Welfare File – restricted access.</p>
<p><u>Case files, probate and conservatorship.</u> Case files representing HSD or EHSD in probate or conservatorship matters.</p>	<p>5 years See Gov. Code § 26202; Resol. 2012/XXX</p>	<p>Yes, may include petitions filed pursuant to the Welfare &amp; Institutions Code §§ 5327, 5350 or 5361. May also include the accounting of use of conservatee's funds, correspondence, court orders, doctor's declaration, ex partes, letters of conservatorship, dismissals, and reappointments.</p>	<p>Restricted to juvenile/conservatorship unit unless a need to know shown.</p>	<p>Stored in Shared Drive in Probate &amp; Conservatorship File – restricted access.</p>

*This document is an information security record potentially exempt from disclosure under California Government Code § 7929.210. Please consult County Counsel for any questions about the exemption.*