



**POLICY NO.**  
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**Policy Category:**  
**Approved.**

010  
Admin Committee  
Administration

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A blue ink signature of the Chairman of the Board, consisting of several loops and a long horizontal stroke.

Chairman of the Board

**Subject: ELECTRONIC BOARD AND COMMITTEE AGENDA MATERIALS POLICY**

## **ELECTRONIC BOARD AND COMMITTEE AGENDA MATERIALS POLICY**

### **I. OVERVIEW:**

Given the substantial volume of paper comprising San Bernardino County Employees' Retirement Association (SBCERA) Board and Committee Agenda materials (Agenda material), and given the availability and cost efficiency of mobile computing devices (mobile device[s]), the Board of Retirement (Board) desires the option to receive Agenda materials in an electronic format.

SBCERA Board of Retirement members (Trustee[s]), SBCERA staff members (employee[s]), and advisors in the discretion of the Chief Executive Officer (CEO), who choose to receive such information electronically understand the sensitive or confidential nature of the information being delivered and that its loss or compromise could expose members' personal information and data to unauthorized persons.

### **II. PURPOSE:**

This policy is designed to provide Trustees, employees, and advisors receipt of Agenda materials in an electronic format while protecting the confidentiality of any data contained within the supplied file(s).

### **III. SCOPE:**

This policy covers all SBCERA Trustees, employees, and advisors who receives files and information subject to this policy.

### **IV. RESPONSIBILITY:**

The recipient of electronic Agenda materials containing sensitive or confidential information will accept responsibility for taking reasonable safety precautions with said sensitive or confidential information provided to them and agrees to abide by this policy.

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**V. INFORMATION ACCESS:**

To help protect sensitive or confidential information contained within electronic Agenda materials the following precautions must be taken.

1. The ability to receive electronic Agenda materials is an option available to all Trustees. SBCERA employees and advisors requesting access must obtain approval from the CEO.
2. Electronic Agenda materials will ONLY be distributed to a SBCERA issued device, secured website, and/or personal device previously approved by the CEO and Chief of Information Services.
3. Electronic Agenda materials will ONLY be distributed by means of a SBCERA approved delivery method. For versioning control and confidentiality concerns there will be only one approved delivery method at any given time. The same delivery method must be used by all parties, and procedures for the use of said delivery method will be provided to any party receiving electronic Agenda materials.
4. Access rights to the electronic Agenda materials are nontransferable and restricted without exceptions to the approved recipient.
5. Electronic Agenda materials must remain separate from all other electronic files and media contained within the SBCERA issued device or approved personal device.
6. SBCERA reserves the right to correct/delete information if necessary and as appropriate from the provided electronic Agenda materials.
7. If applicable the ability to extract, print or otherwise make a copy of electronic Agenda materials residing within the SBCERA issued device or approved personal device will be at the sole discretion of the CEO.
8. If applicable, recipients of electronic Agenda materials potentially containing sensitive or confidential information shall delete the files from all devices and applications once the meeting or need for the information has passed.

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**VI. ACCEPTANCE:**

Any person receiving Electronic Agenda materials shall comply with the following.

1. Trustees, employees, and others who receive electronic Agenda materials shall not be entitled to receive materials on paper. The request to receive Agenda materials in both electronic and paper formats must be made to and approved by the CEO.
2. Trustees, employees, and others who decline use of an SBCERA approved device shall not be entitled to any other form of SBCERA owned equipment in replacement of the approved device.
3. In addition to this policy, all Trustees, employees, and others who receive electronic Agenda materials on an approved personal device must agree to and follow SBCERA General Policy 008 – Mobile Computing Device Connection Policy.

**VII. ENFORCEMENT:**

The improper transportation of sensitive or confidential information may compromise or expose members' personal information and data to unauthorized persons. Any unauthorized release of sensitive or confidential information shall be reported to the CEO or Chief of Information Services as soon as possible.

[Proposed] RESCIND BY BOARD 11/07/2019