

Georgetown Divide Public Utility District

Records Management Policy and Retention Schedule

May 2, 2024

GDPUD



What is a record?

A "record" is any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained ... regardless of physical form or characteristics.

Government Code 7920.530(a)

Benefits of Established Procedures

- Efficiency, reduce expenses, expedite procedures.
- Free filing cabinet and office space.
- Reduce the cost of records storage.
- Eliminate duplication of effort within the Agency.

Assists with Public Records Act Requests (PRA's);

- Addresses issues with navigating volume & complexity of PRA's
- PRA requires agencies to locate records quickly, this process produces an inventory with locations

The Greater Picture-Foundation Established

Retention Schedule;

- Description of Record Series
- Establishes records custodians, responsible for the original/official record
- Produces an Inventory with mapped locations
- Basic requirements are in Government Code section 60201 for Special Districts

Establishes a taxonomy standard, “Naming Convention” for electronic records:

Project Collaboration: Project_Schedule_v12

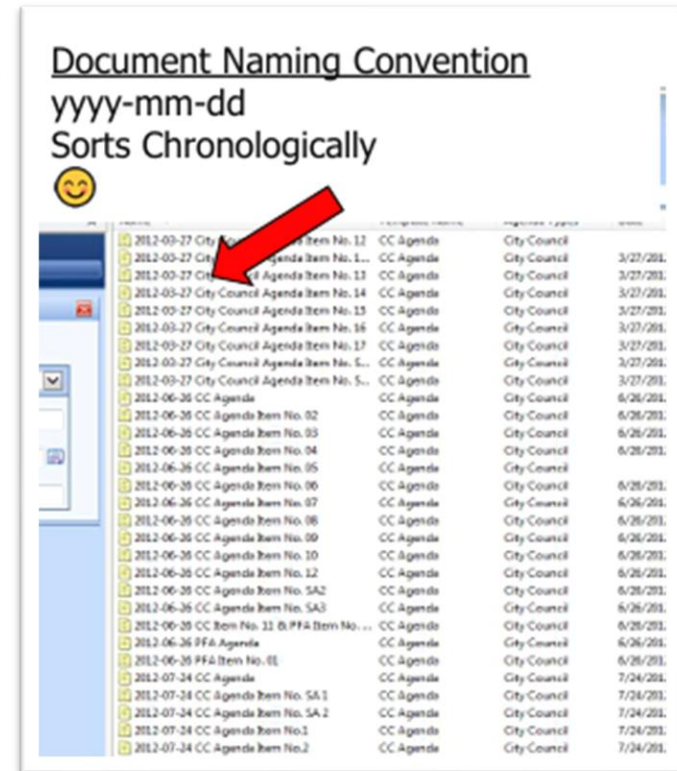
Dates: yyyy-mm-dd

• Maps an Official Document Drive

- 💧 Use PDF's
- 💧 Separated finals from drafts; “Official Records” stored in the A: Drive.
- 💧 Easily Backed Up for Document Security (Immutable Backups)

• Publicly Available Repository easier to establish and maintain.

Document Naming Convention
yyyy-mm-dd
Sorts Chronologically
😊



Date	File Name	Folder	Location	Date
2012-03-27	City Council Agenda Item No. 12	CC Agenda	City Council	3/27/2012
2012-03-27	City Council Agenda Item No. 11	CC Agenda	City Council	3/27/2012
2012-03-27	City Council Agenda Item No. 13	CC Agenda	City Council	3/27/2012
2012-03-27	City Council Agenda Item No. 14	CC Agenda	City Council	3/27/2012
2012-03-27	City Council Agenda Item No. 15	CC Agenda	City Council	3/27/2012
2012-03-27	City Council Agenda Item No. 16	CC Agenda	City Council	3/27/2012
2012-03-27	City Council Agenda Item No. 17	CC Agenda	City Council	3/27/2012
2012-03-27	City Council Agenda Item No. 5...	CC Agenda	City Council	3/27/2012
2012-03-27	City Council Agenda Item No. 5...	CC Agenda	City Council	3/27/2012
2012-06-26	CC Agenda	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. 02	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. 03	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. 04	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. 05	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. 06	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. 07	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. 08	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. 09	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. 10	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. 12	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. SA2	CC Agenda	City Council	6/26/2012
2012-06-26	CC Agenda Item No. SA3	CC Agenda	City Council	6/26/2012
2012-06-26	CC Item No. 11 B PFA Item No...	CC Agenda	City Council	6/26/2012
2012-06-26	PFA Agenda	CC Agenda	City Council	6/26/2012
2012-06-26	PFA Item No. 01	CC Agenda	City Council	6/26/2012
2012-07-24	CC Agenda	CC Agenda	City Council	7/24/2012
2012-07-24	CC Agenda Item No. SA.1	CC Agenda	City Council	7/24/2012
2012-07-24	CC Agenda Item No. SA.2	CC Agenda	City Council	7/24/2012
2012-07-24	CC Agenda Item No.1	CC Agenda	City Council	7/24/2012
2012-07-24	CC Agenda Item No.2	CC Agenda	City Council	7/24/2012