

# **TOWN OF TRUCKEE RECORDS MANAGEMENT**

## **REASON FOR INVESTIGATION**

The Grand Jury investigated the records management systems in the Town of Truckee. The purpose of this investigation was to determine if they are effectively meeting California State Records Management Guidelines and providing for the needs of the community.

## **PROCEDURE FOLLOWED**

The Grand Jury interviewed the Town of Truckee's Town Manager and Town Clerk. The Grand Jury was provided with a copy of the Records Management Program and toured the Town's government facilities. The Clerk outlined how their record management worked within various governmental departments of the Town of Truckee.

## **FINDINGS**

1. Town of Truckee was incorporated March 1993. The current Town Manager was hired September of 1993 and the current Town Clerk was hired in October of 2000.
2. Town of Truckee's Records Management Program meets the State of California Record Management Guidelines.
3. All departments in the Town's government support the records management program.
4. Town of Truckee will complete their permanent backup of all Town's records before the end of the fiscal year 2001 – 2002. The backup will be stored at a secure off-site location.
5. Town Council recently approved and hired a Record Technician to assist the Town Clerk in maintenance of the Town's records.
6. The Town Clerk and Record Technician have received training in the operating system applications that back up the Town's records.
7. The Town Clerk and the Building and Safety Department will each budget \$35,000 for three years sharing the cost to setup and maintain a system that will back up the Town's records.

## **CONCLUSION**

The Grand Jury commends the Town of Truckee for its development of a record management plan, which complies with the State of California's Guidelines. They should also be commended for the security measures they have implemented which are adequate to protect their Town's records.

## **RECOMMENDATION**

The Grand Jury recommends that the Town of Truckee, upon request, provide information to cities and other government entities within the County to assist in bringing their records management programs up to state guidelines.

## **REQUIRED RESPONSES**

None