

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 willful or accidental loss.

Policy: That all original primary documents be kept in a fireproof security cabinet(s) of sufficient capacity for safekeeping. That the corporate seal, in-office cash or monies, and other articles of public value be kept in a secure cabinet and locked 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 a locked cabinet(s) and that access to the cabinet(s) be the sole responsibility of the CAO, CFO, the person responsible for Corporate Administration and/or their respective deputies.

And further, that all computer access be protected by separate passwords and that all confidential electronic data be protected by a secondary password to be put in place by the CAO or CFO. All passwords are to be submitted and held by the Corporate Officer or other acceptable person.

And further, that the office, is not to be occupied by any person or persons except where a staff member or regular personnel is present. Cleaning staff will be required to have confidentiality agreements.

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. For cleaning staff, the last person to leave will check the doors and windows.

Date: September 14, 1993
Amended: February 13, 1996
Amended: November 15, 2012
Amended: November 14, 2013
Amended: July 9, 2015
Amended: November 14, 2019
Amended: December 8, 2022 Resolution 22-12-12