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Title: Text Message Retention Policy		Division: All	Program: All
Effective Date:	Rev Eff Date	Distribution/ Filed: <input checked="" type="checkbox"/> Orientation <input checked="" type="checkbox"/> Affected Staff <input type="checkbox"/> _____ This shall be included within the Employee Policy and Procedure Handbook	
Orig Prepared by: Melissa Spears, R.S., Dir. Environmental Health	Date: 12/12/2018		
Orig Approved by: Scioto County Board of Health	Date: 12/14/2018		
Board Approved Revision: Scioto County Board of Health	Date:		
Distribution: <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> Managers ___ Division			

I. Policy Statement:

To ensure that the Scioto County Health Department will be prepared to respond to open record requests or other e-discovery needs when they arise.

II. Open Record:

Text messages are considered a public record when they contain business conversations related to work activities. Sending text messages between mobile devices is now public record which must be preserved.

III. Policy Procedures:

1. Whether using health department devices or personal devices all may be used in litigation if they contain relevant official communications.
2. If you have a health department device employees are allowed to use it for personal text messages these messages may be deleted and/or not subject to monitoring and archiving.
3. If the text is of an official nature, for example, a request for approval of emergency closure of a retail food operation. These conversions shall kept as permanent record. The employee may choose to send a copy of the text to the



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employee's email and kept on file or a screen shot of the text message may be taken and printed to keep within the permanent paper record.

4. All other text messages may be retained for 24 hours before deleting. If an employee is unsure if the text is of an official nature, the employee may speak with their division director.



December 14, 2018

A G E N D A

1. Approve minutes of previous meeting.
2. Approve payment of the bills.
3. Nursing report.
4. Environmental report: Submit for Board review and accept into minutes 2018 Swimming Pool Survey results.
5. 2019 Retail Food Program cost methodology.
6. Cost methodology for sewage program – increase sewage fees.
7. Approve joining NACCHO, National Association of County & City Health Officials. \$450.00.
8. Dr. Martin – policy for how long to keep texts.
9. Adjourn.

Members present:

Richard L. Powell _____

Steve Miller _____

[Signature] _____