

BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA

RESOLUTION ADOPTING POLICY ON ELECTRONIC DATA STORAGE FOR LAW
RECORDS MANAGEMENT SYSTEM, FIRE RECORDS MANAGEMENT SYSTEM,
AND ELECTRONIC PATIENT CARE REPORTING FOR INFORMATION
TECHNOLOGY SERVICES

WHEREAS, pursuant to Neb. Rev. Stat. §23-104 (Reissue 2012), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2012), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, it is necessary for Sarpy County to establish data storage guidelines for the Law Records Management System, Fire Records Management System, and Electronic Patient Care Reporting services the County provides for other governmental entities; and,

WHEREAS, input on data storage guidelines has been received from end users and an agreed set of guidelines has been proposed, a copy of which is attached.

NOW, THEREFORE, BE IT RESOLVED BY THE SARPY COUNTY BOARD OF COMMISSIONERS THAT the attached Policy for Electronic Data Storage for Law Records Management System, Fire Records Management System, and Electronic Patient Care Reporting be adopted with an effective date of June 3, 2014.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 3rd day of June 2014.

Attest
SEAL




Sarpy County Board Chairman


County Clerk



Sarpy County Information Systems
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Papillion, Nebraska 68046

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MEMORANDUM

To: County Board
From: Mark L. Walters, Sarpy County Information Systems Director
Subject: Electronic Data Storage Policy
Date: May 29, 2014

At the June 3, 2014 Board Meeting, I will be asking the board to accept the Policy for Electronic Data Storage for Law Records Management System (LRMS), Fire Records Management System (FRMS), and Electronic Patient Care Reporting (ePCR).

This policy is being put in place to provide a documented policy and procedure for the hosting of systems and the data stored in those systems. The large number of data systems being hosted by Cloud Servers/Services has many organizations reviewing their risk and asking for a policy for their data.

This particular Policy will cover the FRMS, LRMS, and ePCR Systems hosted by the County and utilized by many agencies; Papillion Police, Papillion Fire, Bellevue Police, Bellevue Fire, La Vista Police, Gretna Fire, Springfield Fire, and the Sarpy County Sheriff.

The procedures specified in this policy are currently being performed and no additional equipment or cost will be incurred by the County.

Please contact me if you have any questions or additional detail. You can reach me at 402-593-2325.

cc: Mark Wayne, County Administrator
Scott Bovick, Deputy County Administrator
Brian Hanson, Fiscal Administrator

Electronic Data Storage for Law Records Management System, Fire Records Management System, and Electronic Patient Care Reporting.

The following will pertain to the Motorola's Law Records Management System (LRMS), Zoll Data Management's Fire Records Management System (FRMS), and Zoll Data Management's Electronic Patient Care Report (ePCR) hosted on Sarpy County servers, storage, and network equipment.

a. Data Ownership

The Customer owns all data that they enter, upload, or are responsible for producing on LRMS, FRMS, or ePCR.

b. Data sharing, access control, and security

Only the Customer can grant access to their data that is stored within Sarpy County Servers/Network. Sarpy County will not grant third party access to the Customer's data except when specifically required by law, agreement, contract, or requested in written/email form by the Customer. The County will utilize standard available security measures (access control lists, username/password, application controls, etc.) to secure the Customer's data.

c. Loss of data and recovery

The County will utilize various standard available technologies and safeguards to minimize data loss. The County will maintain duplicate and/or backup copies of data to restore corrupted or lost data. The length of time between backed up data will not exceed 72 hours. Data recovery will be performed by Sarpy County Information Systems personnel at the request of the Customer.

d. Data retention and redundancy

The County will retain the Customer's data for the duration of a corresponding IT service agreement plus 12 (twelve) months or until the data has been transferred to the Customer, whichever comes first. Customer is responsible for removing records utilizing the remove/delete function(s) provided by the system vendor. Sarpy County will retain Customer data in a real-time off-site redundant environment.

Customer is defined as an entity which has an IT agreement with Sarpy County for provision of services that would include the storage of data.