

June 14, 2016

**SUBJECT:****Social Media Retention****ORIGINATING DEPARTMENT:**BOCC Administration Office  
Records Management**Page 1 of 1****POLICY:**

The County provides and maintains social media tools and programs to allow immediate communication between the County and the public to improve operational efficiency.

Social media communications are public records and the retention value is based on the content. All County Social Media communications on County sites are archived for the purposes of retention and recovery.

**DEFINITIONS:**

- Social Media Communications: Electronic messages or communications transmitted by Instant Messaging, Text Messaging, Multi-Media messaging, Chat messaging or other current or future electronic messaging technology.

**PROCEDURES:**

County employees utilizing Social Media shall follow the procedures and standards set forth in the Social Media Policy and Rules of Conduct included in the County's Employee Handbook.

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**FOOTNOTES & REFERENCES TO RELATED AR'S:** Supersedes AR 3.01 dated September 28, 1981; AR 3.01-1 dated June 10, 1986; AR 3.01-2 dated September 12, 2006; AR 3.01-3 dated May 13, 2008; AR 3.01-4 dated December 7, 2010 and AR 17.07 dated October 11, 2011.