

City of Phoenix Electronic Recordkeeping System Project



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City of Phoenix

Overview

- Background
- Challenges
- Objectives
- Project Milestones

Background

- Changes to Federal Rules of Civil Procedure (FRCP)
- AZLAPR email retention and disposition guidelines
 - Agency cannot schedule email as a single record series
 - Email content must be evaluated to determine retention and disposition
 - Agencies need to maintain these [public] records in proper recordkeeping systems

Challenges

- Volume of messages
- Complexity of current Records Retention Schedules
- Ease of use – policy vs. manual based
- Locally stored archives (.pst, .nsf)
- Message deduplication (keep record copy only)
- Federated search
- Litigation holds
- Distribution lists

Objectives

- Ensure compliance with Arizona Public Record Law and FRCP
- Reduce city's legal exposure and risk
- Reduce legal discovery time and cost
- Simplify classification and management of public record emails
- Ensure content authenticity, security, retention
- Provide audit trail and chain of custody
- Primary focus is email - prefer solution to be part of a comprehensive electronic document management system

Project Milestones

- Sponsorship attained from City Management
- Funding approved by City Council
- Task Force created
- Future
 - Development of functional requirements
 - Issuance of RFP
 - System procurement
 - System deployment
 - Ingestion of legacy archives

Questions?



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