Coronavirus (COVID-19) FAQs

Working from Home &
Public Records Best Practices

Email from Kelly Gonzalez on March 18, 2020 (Public Records Officer)

During this COVID-19 event, we are seeing an increase of employees authorized to work from home. Our Public Records Officer (PRO), Kelly Gonzalez, has put together a friendly reminder for everyone. Please adhere to the following guidance:

Employees are responsible for the security of county documents, files and other materials while in transit and/or working at an alternative work site.

Public Records Best Practices:

1.   Obtain remote access so you can access county drives and save records to county networks.

2.   If you aren't able to connect using remote access, use a county laptop or device and save records to the county device and/or removable media storage. You will need to upload all documents saved in either of these locations to a county server as soon as possible.

3.   Email: Please only use county email accounts for county business. If you don't have remote access, contact the Help Desk for instructions on web access for county email.

4.   If you must use a personal device or personal email account for County business, make sure that you transfer all documents created to County drives as soon as possible. Then double check your personal hardware and/or personal account to ensure that you did not retain any duplicate records. Those duplicate records would need to be produced in the event of a public records request.

5.   The Public Records Office will never search your personal devices or accounts. If a public records request is received that relates to work you may have performed on a personal device or account, the Public Records Office will ask you to perform a search and complete an affidavit relating to the results of your search.