

Lee, Chris

From: Houston, Bradley
Sent: Thursday, January 6, 2022 10:49 AM
To: Allen, Jerry (contact); Benson, Joshua; Cleary, Beth; Coggs, Spencer; Cooney, Jim; Crump, Lafayette; Dettmer, Karen; Edwards, Myra; Fessahaye, Makda; FINGER, CHERYL; Fleck, Nicole; Henke, David A.; Himle, Sheldyn; Jackson, Celia; Johnson, Joan; Johnson, Kirsten; Joos, Renee; Kelsey, Rhonda; Klajbor, Jim; Kruschke, Jerrel; LIPSKI, AARON; Mahan, Steven; Mazmanian, Michael; Meyer-Stearns, Jennifer; Miner, Steve; Mishefske, Thomas; Montgomery, Kimberly; Owczarski, Jim; Purvis, Nikki; Roberts, Erica; Robinson, Sharon; Rodriguez, Danielle; Sawa, Aycha; Shambarger, Erick; Spencer, Tearman; Thomas, Dan; Tindall-Schlicht, Adam; Todd, Leon; Woodall-Vogg, Claire; Yaccarino, Dennis; Zelazny, Dana; Zuniga, Jonatan
Subject: Request for Feedback: M365 and DocuSign Data Retention Policies
Attachments: Data Retention-M365 and DocuSign Letter.docx; DocuSignPolicy.docx; M365Policy.docx

Hello all,

Happy new year! Attached, please find two policies approved in principle by the City Information Management Committee at its December 9, 2021 meeting for your review, as well as a memo explaining the nature of the policies and feedback requested. Please review with your staff as appropriate and submit any questions or comments you have to me by **February 7** if at all possible.

Additionally, friendly reminder that, if you have not yet submitted to me your departmental records coordinator changes, please do so by 1/14/22.

Thank you in advance,

Brad Houston, City Records Officer
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