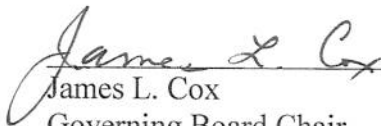


GOVERNING BOARD POLICY
Mojave Desert Air Quality Management District

Policy No: 96-03
Amended: October 23, 2017


James L. Cox
Governing Board Chair


Brad Poiriez
Executive Director/APCO

SUBJECT: DISTRICT TECHNOLOGICAL RESOURCES

POLICY:

It is the policy of the Governing Board of the Mojave Desert Air Quality Management District (District) to encourage and foster active communications with citizens, the regulated community, public groups, schools, and other governmental agencies as well as increase employee efficiency and productivity through the deployment and use of appropriate technological resources.

AMPLIFICATION OF POLICY:

There is no inherent expectation of privacy for communications occurring on or in the use of District technological resources. All communications and use of District-provided technological resources are subject to the California Public Records Act (Government Code §§6250 et. seq).

Use of personal technological resources for the conduct of District business should be limited and will potentially be subject to the California Public Records Act. If at all possible use of personal technological resources should be performed in such a manner as to create an official record on District technological resources or pursuant to an official District Policy/Standard Practice.

Occasionally specific communications and/or use of District technological resources may be exempt from disclosure pursuant to the California Public Records Act or be otherwise privileged. Such items should be clearly identified as privileged or exempt from disclosure and reasonable precautions shall be taken to ensure that such privilege/exemption is not inadvertently waived.

All communications with and by the Office of District Counsel are presumed to be covered by attorney/client privilege and will be treated as such. All use of District technological resources by Office of District Counsel is presumed to be covered by attorney work product privilege and will be treated as such. Reasonable precautions shall be taken to ensure that these privileges are maintained. Applicable privileges and/or exemptions from disclosure shall not be deemed to be waived if access to District technological resources assigned to Office of District Counsel is obtained upon Direct written order of the Governing Board, Direct written order of the Air Pollution Control Officer (APCO), Order of a court of competent jurisdiction, and/or At the direction or with the consent of District Counsel.

The APCO is authorized to develop Standard Practices as appropriate and necessary to implement this policy.

Revision History:

Adopted: June 24, 1996

Amended: January 23, 2012

Last review: October 23, 2017