

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Agriculture	Weights & Measures Device Registration Database	Financial	Computer database	Commissioner's Office	Executive Secretary	yes	IT DEPARTMENT	Computer backup
Agriculture	Pesticide Use Enforcement	Legal	Hard copies and Web Based	Commissioner's Office/online	Agri/Wgts & Msrs Insp. I	yes	Environ Corp/Web server	Web based backup
Agriculture	Animal Emergency Response Plan	Emergency	Hard copy	Commissioner's Office	Agricultural Commissioner	yes	With each employee	hard copy
Agriculture	Personnel Records	Personnel	Hard copy	Commissioner's Office	Executive Secretary	No	Personnel Department	hard copies
Assessor's Office	Real Property Records	Legal	Hard Copy	Courthouse	Assessment Tech. Appraisal Tech. Appraiser	No	N/A	N/A
Assessor's Office	Personal Property Records	Legal	Hard Copy/Electronic	Courthouse	Appraisal Tech Auditor-Appraiser	No	N/A	N/A
Assessor's Office	Transfer Documents	Legal	Hard Copy/Electronic	Courthouse	Transfer Asst. Property Transfer Supervisor	Partial	IT Server	Electronic
Assessor's Office	Maps	Legal	Hard Copy/Electronic	Courthouse	Cadastral Draftsman	No	IT Server	Electronic
Auditor-Controller's Office	Receipts	A/R	Hard-copy	825 5th Street, Eka	Executive Secretary	Y	County Server January 1, 2009 to current	pdf

Department	Document							
	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Auditor-Controller's Office	Journals	TFR	Hard-copy	825 5th Street, Eka	Executive Secretary	N	n/a	n/a
Auditor-Controller's Office	Wire Transfers	TFR	Hard-copy	825 5th Street, Eka	Executive Secretary	N	n/a	n/a
Auditor-Controller's Office	School Transfers	TFR	Hard-copy	825 5th Street, Eka	Executive Secretary	Y	County Server July 1, 2011 to current	pdf
Auditor-Controller's Office	Checks	A/P	Hard-copy	825 5th Street, Eka	Sr. Fiscal Staff	N	n/a	n/a
Auditor-Controller's Office	Payroll Checks	A/P	Hard-copy	825 5th Street, Eka	Sr. Fiscal Staff	N	n/a	n/a
Board of Supervisors	Agendas	Historical/ Legal	Electronic	Web	Clerk of the Board	Yes	Board Offices/Network	Hard Copy/ Electronic
Board of Supervisors	Granicus	Legal	Electronic	Web	Clerk of the Board	No		
Board of Supervisors	IFAS/Insight	Financial	Database	Network		No		
Board of Supervisors	Email		Electronic	Outlook Server		No		
Board of Supervisors	Questys	Legal	Electronic	Questys Server	Clerk of the Board	Yes	Information Technology	Electronic
Board of Supervisors	Word/Excel/Outlook	Historical/ Legal	Electronic	Network	Clerk of the Board	Yes	Information Technology	Electronic
Board of Supervisors	Web Access	Historical/ Legal	Electronic	Web	Clerk of the Board	No		
Board of Supervisors	F Drive Shared Network	Historical/ Legal	Electronic	Server/ Backup by IT	Clerk of the Board	No	IT	Electronic

Document								
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
CAO - Information Technology	CTY-REVR-APP	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	CAD/RMS	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	CHAMELEON	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	CDS	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	CDS APP	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	CDS SYS	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	CTY-CLARK-FS	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	CLETSSQL	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	COUNTY INTRANET	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO

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CAO - Information Technology	DA	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	DADOCSTAR	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	EDD-FS-01	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	ELECTIONS-DC	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	ELECTIONS-SQL	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	GIS-SERVER	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	HSCWEBPROD	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	IFASi PROD	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	IFAS-SQL	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO

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Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
CAO - Information Technology	CTY-FS-01	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	JUSTICE SQL	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	LAND USE	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	LIBRARY-FS-01	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	MEGABYTE SQL	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	NET SUPPORT 01	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	NET SUPPORT 03	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	SHRF/JAIL	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	PROB-DC	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
CAO - Information Technology	PROB-SQL	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	CTY-PROB-SQL	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	CTY-PROB-SQL VM	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	PWRK-SERVER	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	QUESTYS	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	CTY-QUESTYS DATA	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	RECR-APP	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	RECR-IMG	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	RECR-SQL	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO

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Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
CAO - Information Technology	RECR-SQL DATA	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	RECR-WEB	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	REC SRV100	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	REC SRV103	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	SHRFOAPP	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	SHRF-SQL	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	SQL BACKUP	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	STAR	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Information Technology	WEBSVR	Tape	LTO	1 mo @ IT/2 mos @ TAXC	SysAdmin	Yes	Tax Collector Vault	LTO
CAO - Management & Budget	Agenda Items	Historical/ Legal	Electronic	Internet		No		

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
CAO - Management & Budget	IFAS/Insight	Financial	Database			No		
CAO - Purchasing	IFAS/Insight	Financial	Database			No		
CAO - Purchasing	Email		Electronic	Outlook Server		No	IT Backup Server	Electronic Tapes
CAO - Revenue Recovery	CUBS	Financial	Database			Yes	IT - CUBS Server	
CAO - Revenue Recovery	IFAS/Insight	Financial	Database			No		
CAO - Revenue Recovery	Fiscal Folder	Financial	Electronic	Rev Recovery Shared Drive		No		
CAO - Revenue Recovery	Email		Electronic	Outlook Server		No	IT Backup Server	Electronic Tapes
Child Support Services	Emergency Action Plan	Emergency Plan	Hard copy, Soft copy, Removable Media.	File Cabinet, File Server, Off Site	Executive Secretary	YES	File Cabinet, File Server, Off Site	Removable Media, DLT Tape, Cloud Acct, Hard Copy
Child Support Services	DR- BCCP	Emergency Plan	Hard copy, Soft copy, Removable Media.	File Cabinet, File Server, Off Site	DCSS IT, Executive Secretary	YES	File Cabinet, File Server, Off Site	Removable Media, DLT Tape, Cloud Acct, Hard Copy

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Child Support Services	Employee List	Personnel	Hard copy, Soft copy, Removable Media.	File Cabinet, File Server, Off Site	Executive Secretary	YES	File Cabinet, File Server, Off Site	Removable Media, DLT Tape, Cloud Acct, Hard Copy
Cooperative Extension	Cooperative Extension Emergency Contact List	Personnel	Hard copy	UC Cooperative Extension Office	Executive Secretary	Yes	Network; flashdrive	Electronic
Cooperative Extension	File Server	Network	Electronic	Server Room		Yes	County IT	Electronic
Cooperative Extension	Client List	Database	Electronic	File Server	Executive Secretary	Yes	Network	Electronic
Coroner	Coroner Files	Legal	Hard Copy, Computer	Metal File Drawers and Computers	Senior Legal Office Assistant	Yes	P Drive on Computer	Work
Coroner	Photos	Legal	P Drive on Computer	P Drive on Computer	Coroner & Deputy Coroners	No	N/A	N/A
County Counsel	County Counsel Shared Documents	Legal	Electronic	Server	County Counsel Support Staff	Yes	Off-site with Dept. Heads	Portable Hard Drive
County Counsel	County Counsel Scanned Documents	Legal	Electronic	Server	County Counsel Support Staff	Yes	Off-site with Dept. Heads	Portable Hard Drive
County Counsel	County Counsel User Documents	Legal	Electronic	Server	County Counsel Support Staff	Yes	Off-site with Dept. Heads	Portable Hard Drive

Document								
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
County Counsel	CWS Case Logs	Legal	Electronic	Server	County Counsel Support Staff	Yes	Off-site with Dept. Heads	Portable Hard Drive
County Counsel	Conservatorship Case Log	Legal	Electronic	Server	County Counsel Support Staff	Yes	Off-site with Dept. Heads	Portable Hard Drive
County Counsel	Code Enforcement Case Log	Legal	Electronic	Internet	NA	NA	NA	NA
County Counsel	CWS Case Files	Legal	Hard Copy	County Counsel Office	County Counsel Support Staff	No	NA	NA
County Counsel	Conservatorship Case Files	Legal	Hard Copy	County Counsel Office	County Counsel Support Staff	No	NA	NA
County Counsel	Code Enforcement Case Files	Legal	Electronic	Internet	NA	NA	NA	NA
County Counsel	County Code	Legal	Electronic	Server	County Counsel Support Staff	Yes	Off-site with Dept. Heads	Portable Hard Drive
County Counsel	California Codes	Legal	Electronic	Internet	NA	NA	NA	NA
County Counsel	Federal Codes	Legal	Electronic	Internet	NA	NA	NA	NA
County Counsel	Office Specific Passwords	Clerical	Electronic	Server	County Counsel Support Staff	Yes	Off-site with Dept. Heads	Portable Hard Drive
County Counsel	Office Specific Software/Programs	Clerical	CD	County Counsel Office	County Counsel Support Staff	Yes	Off-site with Dept. Heads	CD

	Document							
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County Counsel	Payroll Records	Financial	Electronic	Server	County Counsel Support Staff	Yes	Off-site with Dept. Heads	Portable Hard Drive
County Counsel	County Counsel Safety Manual	Emergency Plan	Hard Copy	County Counsel Office	County Counsel Support Staff	Yes	Off-site with Dept. Heads	Portable Hard Drive
DHHS - Mental Health	Clark Complex Emergency Action Plan	ER plan			Managers Disaster Co	No	Sharepoint Dept.	electronic
DHHS - Mental Health	MHB Disaster Manual	ER plan			Disaster Co	No	V drive	electronic
DHHS - Mental Health	SV Dietary Emergency Manual	ER plan			Sr PM	Yes	V drive	electronic
DHHS - Mental Health	MOU with RCRC	legal			Sr PM	Yes	V drive	electronic
DHHS - Mental Health	MOU with Crestwood	legal			Sr PM	Yes	V drive	electronic
DHHS - Mental Health	Paper patient charts	ER				SV yes	SV basement	18 months
DHHS - Mental Health	Medical Records Form Repository database	Legal	Online	DHHS Intranet	PMU Manager	No	IS Pro	Electronic/paper copies QI office,
DHHS - Mental Health	Sceris	Legal	Online	DHHS Intranet	PMU Manager	Web based	IS Pro bldg	Magnetic tape
DHHS - Mental Health	CMHC	Legal	Online			Web based	IS Pro	Magnetic tape
DHHS - Mental Health	Infoscriber	Legal	Online	DHHS Intranet	PMU Manager	Web based	IS Pro	Magnetic tape

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
DHHS - Mental Health	Paper forms: 5150, 5151, 5152, firearms prohibition, Firearms prohibited dispute, Hearing Officer forms, 5 day notice, Client Info Form	Legal	Hard	SV/PES	State of CA	Yes	SV	hard
DHHS - Mental Health	V drive	ER	Electronic	DHHS Intranet	As designated	Yes	IS Pro	electronic
DHHS - Mental Health	Ward Clerk log database	Legal	Electronic	DHHS Intranet	Ward Clerk	Yes	V drive	electronic
DHHS - Mental Health	SV Pharmacy Manual	Legal	Electronic	DHHS Intranet	Med Director	Yes	V drive	electronic
DHHS - Public Health	CAHAN Database		Website		Emergency Preparedness Staff	No		
DHHS - Public Health	Humboldt Health Alert		Website		Emergency Preparedness Staff	No		
DHHS - Public Health	DHVC – Disaster Health Volunteers of California		Website		Emergency Preparedness Staff	No		
DHHS - Public Health	CAIR		Website	Clinic Supervisor Office	Clinic Staff	No		
DHHS - Public Health	Vaccine Order Binder	Resource	Hard Copy		Clinic Staff	No		
DHHS - Public Health	CD Reference Manuals	Resource	Hard Copy	CD Offices	CD Supervisor	No		

Document								
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
DHHS - Public Health	Laboratory P/P Manuals	Emergency Plan	Electronic	T Drive	Laboratory Manager	Yes	Laboratory Manager Office	Hard Copy
DHHS - Public Health	Vendor List	Resource	Electronic	T Drive	Lab Staff	Yes	Laboratory Manager Office	Hard Copy
DHHS - Public Health	Sentinel Contact List	Resource	Electronic	T Drive	Lab Staff	Yes	Laboratory	Hard Copy
DHHS - Public Health	SOPS – Water binder, CLIA binder	Resource	Hard Copy	Laboratory		Yes		On CDC Website
DHHS - Public Health	Select Agent/LRN Protocols	Resource	Hard Copy	Laboratory		Yes		On LRN Website
DHHS - Public Health	Standard Methods	Reference Book	Hard Copy	Modular Laboratory		No		
DHHS - Public Health	BMBL	Procedure Resource	Hard Copy	Modular Laboratory		No		
DHHS - Public Health	Select Agent Inventory	Resource	Hard Copy	Modular Laboratory		No duplicate allowed by law		
DHHS - Public Health	Manual of Clinical Microbiology 10th Edition, Vols. 1 & 2	Reference	Hard Copy	Modular Laboratory		No		
DHHS - Public Health	Public Health Nurse Database	Personnel	Electronic		Medical Office Assistant	Yes	DHHS IS	Electronic
DHHS - Public Health	RASSCLE		State Electronic Program	Patient chart & electronic program	Sr. PHN			

	Document							
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DHHS - Public Health	CMS/CWS	Health & Education Passport	State Electronic Program	HEP in electronic system	Supervising PHN, staff PHNs			
DHHS - Public Health	Shared Spreadsheet	Children in Foster Care	Excel Spreadsheet	Shared Drive	Supervising PHN, MOA	IS	IS	IS
DHHS - Public Health	Insight	Electronic Medical Record Program	Database	Insight Program	Nursing staff			
DHHS - Social Services	FFH Database	List of foster homes	Hardcopy and electronic Access	S: Drive, hardcopies are kept in CWS in the on-call kits	Placement unit	Yes	At desks	Hardcopy, backups of the S: drive
DHHS - Social Services	IHSS Disaster Prep List	List of IHSS Clients	Hardcopy and electronic Access	S: Drive and Bunker	IHSS Analyst	Yes	Program Manager II	Hardcopy and S: Drive
DHHS - Social Services	PG Disaster Prep List	List of PG Clients	Hardcopy and electronic Access	S: Drive and Bunker	PG Officer	Yes	Public Guardian Officer	Hardcopy
DHHS - Social Services	CWS Disaster Prep List	List of CWS foster children	Hardcopy	Bunker	CWS Analyst	Yes	Go out Kits	Hardcopy

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
DHHS - Social Services	APS Disaster Prep List	List of APS Clients	Hardcopy and electronic Access	S: Drive and Bunker	APS Analyst	Yes	Program Manager II	Hardcopy and S: Drive
District Attorney	Investigatory files	Legal	Electronic and hard copy	Various		No	NA	NA
District Attorney	Client Files	Legal	Electronic	Server		Yes	IT Server	Electronic
District Attorney	Criminal Case Files	legal	hard copy	case file room in office / Sherlock Storage Facility, Fortuna, CA		no	NA	NA
District Attorney	Finance / Grant Documents	Financial	Electronic and hard copy	Server/ Legal Business Manager's Office		Yes	IT Server	Electronic
HR - Personnel	Employee Personnel File	Personnel	Hard	Courthouse, Room 100	Secretary / Analyst	No	NA	Hard
HR - Personnel	Employee Medical File	Personnel	Hard	Courthouse, Room 100	Secretary / Analyst	No	NA	Hard
HR - Personnel	Americans with Disabilities Act (ADA) files	Personnel	Hard	Courthouse, Room 100	Analyst	No	NA	Hard

Document								
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
HR - Personnel	Job Applications	Personnel	Electronic & Hard	Job Application System (JAS) & Courthouse, Room 100	Analyst	Yes, for JAS applications	JAS	Electronic
HR - Personnel	Humboldt County Employee List	Personnel	Electronic	Shared Drive	Administrative Secretary	Yes	Shared Drive / Flash Drive	Electronic & Hard
HR - Personnel	MOUs, Agreements, and Legal Documents	Personnel	Hard	Courthouse, Room 100	Analyst	Yes	Shared Drive / Flash Drive	Electronic
HR - Personnel	Forms: Various personnel forms, information packets, etc.	Personnel	Hard	Courthouse, Room 100	Secretary / Analyst	Yes	Shared Drive / Flash Drive	Electronic & Hard
HR - Risk Management	Employee Benefit Files (all benefit programs, DMV, training, ergonomics, etc.)	Personnel	Electronic	Courthouse - 825 5th Street, Room 131, Eureka, CA	Administrative Secretary/Sr. Human Resources Analyst - Risk/Human Resources Analyst - Risk I&II	Yes	County I.T.	Electronic

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Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
HR - Risk Management	Employee Workers' Compensation Files (all County employees, Extra Help, Volunteers, Fire Districts)	Personnel	Electronic	Courthouse - 825 5th Street, Room 131, Eureka, CA	Administrative Secretary/Sr. Human Resources Analyst - Risk/Human Resources Analyst - Risk I&II	Yes	County I.T. and CorVel (Third Party Administrator)	Electronic
HR - Risk Management	Forms: various reporting forms, claim documents, program information, safety documents, etc.	Legal, Financial, Personnel	Electronic	Courthouse - 825 5th Street, Room 131, Eureka, CA	Administrative Secretary/Sr. Human Resources Analyst - Risk/Human Resources Analyst - Risk I&II	Yes	County I.T.	Electronic

Document								
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
HR - Risk Management	Insurance Programs (Excess Insurance Authority)	Legal, Financial, Personnel	Electronic	Courthouse - 825 5th Street, Room 131, Eureka, CA	Administrative Secretary/Sr. Human Resources Analyst - Risk/Human Resources Analyst - Risk I&II	Yes	County I.T. and Intranet: CSAC -EIA website/Members Area	Electronic
HR - Risk Management	Humboldt County "all" Employee List	Personnel	Electronic	Courthouse - 825 5th Street, Room 131, Eureka, CA	Administrative Secretary	Yes	County I.T. and Shared Drive / Flash Drive	Electronic
Library	Circulation Control	Patron Accounts / Item Holdings / Status	Electronic - Tape	Main Library	Circulation Staff - Division Manager, Senior Library Assistant, Library Assistant lis	Yes - minimum 5 copies of succeeding days	Main Library	Electronic Tapes
Library	WebAccess	Databases	Electronic - Tape	IT Dept	IT Dept	IT Dept	IT Dept to IT's Safe	Electronic Tapes

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Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Library	OPAC Access	Public Access to Catalog	Electronic - Tape	Main Library	Circulation Staff - Division Manager, Senior Library Assistant, Library Assistant lis	Yes - minimum 5 copies of succeeding days	Main Library with weekly rotation to IT	Electronic Tapes
Library	Local Content Server	Internal Files	Electronic - Tape	IT Dept	IT Dept	IT Dept	IT Dept	Electronic Tapes
Planning & Building	Building Permit Applications	legal	electronic	OnTrack software	Permit Supervisor	yes	IT Department	file server
Planning & Building	Building Permit Records	legal	electronic	business office	Permit Supervisor	yes	IT Department	file server
Planning & Building	Commercial Building Plans	legal	hard copy	business office	Permit Supervisor	no		
Planning & Building	Historical Records	legal	hard copy	basement	Permit Supervisor	no		
Planning & Building	Inspection Record Cards	legal	hard copy	business office	Permit Supervisor	no		
Planning & Building	Planning Permit Applications	legal	hard copy	business office	Planning Staff	no		
Planning & Building	Planning Permit Staff Reports	legal	hard copy	scanned to server	Planning Staff	no		
Planning & Building	CEQA Documents	legal	electronic	scanned to server	Support Staff	yes	IT Department	file server

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Planning & Building	Legal Notices	legal	electronic	scanned to server	Business Manager Support Staff	yes	IT Department	file server
Planning & Building	Decision Letters	legal	electronic	scanned to server	Business Manager Support Staff	yes	IT Department	file server
Planning & Building	Planning Commission Agendas	legal	electronic	scanned to server	Business Manager Support Staff	yes	IT Department	file server
Planning & Building	Planning Commission Minutes	legal	electronic	scanned to server	Business Manager Support Staff	yes	IT Department	file server
Planning & Building	Recorded Documents	legal	electronic	scanned to server	Business Manager Support Staff	yes	IT Department	file server
Planning & Building	Historical Permit Records	legal	hard copy	basement		no		
Planning & Building	Forms and Templates	legal	electronic	business office	Business Manager	yes	IT Department	file server
Planning & Building	Timesheets	Personnel	electronic	OnTrack software	Business Manager	yes	IT Department	file server
Planning & Building	Payroll Records	Personnel	hard copy	business office	Business Manager	no		
Planning & Building	Employee Files	Personnel	hard copy	business office	Business Manager	no		
Planning & Building	Accounts Payable	Financial	electronic	business office	Business Manager	yes	IT Department	file server
Planning & Building	Accounts Receivable	Financial	electronic	business office	Business Manager	yes	IT Department	file server

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Planning & Building	Deposits	Financial	electronic	business office	Business Manager	yes	IT Department	file server
Planning & Building	Historical Financial Records	Financial	hard copy	basement	Business Manager	no		
Planning & Building	Maps	legal	electronic	GIS software	GIS Analyst	yes	IT Department	file server
Planning & Building	Grant and Project Records	legal	hard copy & electronic	project office	Supervising Planner	electronic only	IT Department	file server
Planning & Building	Housing Programs	legal	hard copy & electronic	project office	Econ Dev Coordinator	electronic only	IT Department	file server
Planning & Building	Code Violation Records	legal	hard copy & electronic	project office	Permit Supervisor	electronic only	IT Department	file server
Planning & Building	Assessor Parcel Books	legal	hard copy	front counter	Supervising Planner	no		
Probation	Adult Probation Records	Legal	Hard copy and/or server	404 H Street Eureka 555 H Street Eureka 825 5th Street 3rd Floor Room #304	All Staff	Partial	Probation Servers - backed up by County IT	Word, WP, IT

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Probation	Juvenile Records	Legal	Hard copy and/or server	2002 Harrison Ave; Eureka	All Staff	Partial	Probation Servers - backed up by County IT	Word, WP
Probation	Juvenile Adult Management System (JAMS) Database	Legal	server	Probation Sequel server	All Staff	Partial	Probation Servers - backed up by County IT	Sequel
Public Defender	Access Criminal Database	Legal	Access		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	CR-160 Restraining Order	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Expungement	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Trial Confirmation Checklist	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Trial Readiness Checklist	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Waiver 977	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Disqualifications	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive

Department	Document							
	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Public Defender	Informal Discovery Request	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Investigation Request	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Joinder	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	OR Release	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	OR Release Spanish	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Proof of Service	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Request to Calendar	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Use Immunity Agreement	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Emergency Pass Motion	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Public Defender	Emergency Pass Order	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Emergency Order Shortening Time	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Order for Funding	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Order Admit Expert to Jail	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Order Evaluation 1027	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Order Evaluation 1368	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Ex-Parte Application Evaluation	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Motion Continue	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Mtion Withdraw Motion	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Public Defender	Order Shortening Time	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	ROI CFMG Medical Health	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	ROI DHHS Mental Health	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	CFMG Letter	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	ROI Generic Office	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	CR-125 Subpoena	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Subpoena Declaration	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Subpoena Declaration Letter	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Next Court Date	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Public Defender	Next Court Date BWH	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Next Court Date Compliance	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	Court Schedule	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Defender	File Note Sheets	Legal	Electronic		Senior Secretary	Yes	Supervising Attorney	Hard copy/flash drive
Public Works - Aviation	Emergency Plan	Emergency	Hard Copy		Program Coord.	Yes	Public Works	Electronic
Public Works - Aviation	Operations/Security Manuals	Emergency	Electronic			Yes	Aviation	Hard Copy
Public Works - Aviation	Flight Schedules							
Public Works - Aviation	Other airport contacts							
Public Works - Aviation	FAA contacts							
Public Works - Aviation	TSA Contacts							
Public Works - Building Maintenance	Work orders	Action	Computer	IT		Y	Public Works	Hard Copy

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Public Works - Building Maintenance	Personnel Records and Time Sheets	Personnel	Computer	IT		Y	Bldg. Maint	Hard Copy
Public Works - Building Maintenance	Blue Prints	Planning	Hard Copy	Bldg. Maint.		Y	Public Works	Cad & hard copy
Public Works - Building Maintenance	Leases	Legal	Computer	IT		Y	Vault/Public Works	Hard Copy
Public Works - Engineering	Roads Files	design	electronic	Interneer Software	staff	yes	IT Department	file server
Public Works - Engineering	Bridge Files	design	electronic	business office	staff	yes	IT Department	file server
Public Works - Engineering	Facilities Buildings plans	asbuilts	hard copy	Engineering office	architect	no		
Public Works - Engineering	Historical Roads Repairs files	asbuilts	hard copy	file room	staff	no		
Public Works - Engineering	Contracts Project files	legal	hard copy	materials lab	contracts	no		
Public Works - Engineering	Current project files	design	electronic	scanned to server	staff	yes	IT Department	file server
Public Works - Engineering	Forms and templates	legal	electronic	scanned to server	staff	yes	IT Department	file server
Public Works - Engineering	Timesheets	Personnel	electronic	business office	Business Manager	yes	IT Department	file server
Public Works - Engineering	Payroll Records	Personnel	electronic	business office	Business Manager	yes	IT Department	file server
Public Works - Engineering	Employee Files	Personnel	electronic	business office	Business Manager	yes	IT Department	file server

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Public Works - Engineering	Topo maps/contour maps-1993	maps	hard copy	file room	staff	yes	server	file server
Public Works - Engineering	Material testing files	asbuilts	electronic	materials lab	materials lab	yes	IT Department	file server
Public Works - Engineering	Archived files	asbuilts	hard copy	materials lab	contracts	no		
Public Works - Fleet Services	Work orders	Equipment	Hard Copy/IT	Files/ IT	Auto Svc Tech	Yes	IT	Computerized
Public Works - Fleet Services	Vehicle Assignments	Personnel/ Emerg.	Paper	Motor Pool	Auto Svc Tech	No		
Public Works - Fleet Services	Accident Records	Legal	PAPER/ ELECT	Motor Pool	Auto Svc Tech	yes	IT	Computerized
Public Works - Fleet Services	Credit Card Records	Financial	Paper	Public Works	Fiscal	YES	IT	Computerized
Public Works - Fleet Services	Fleet Management System CAMS	Personnel/ Material	Computer	Public Works	All	Yes	IT	Computerized
Public Works - Fleet Services	Hazardous Waste Manifests	Legal	Paper	Jacobs Ave	Equip Superintendent			
Public Works - Fleet Services	Billing information	Financial	Computerized	IT	All	Yes	IT	Computerized
Public Works - Fleet Services	Personnel Records and Time Sheets	Personnel	Paper	Various	Equip Superintendent	Yes	Public Works	Computerized
Public Works - General Services	Dispatch Log		Electronic	F:drive	Dispatcher	yes	IT Department	file server
Public Works - General Services	Project Cost Spreadsheets		Electronic	F: Drive CAMs	Sr. Fiscal, DD, Bus. Mgr	yes	IT Department	file server

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Public Works - General Services	Current project files		hard copy	business office	staff	no		
Public Works - General Services	forms and templates	various	electronic	F:Drive	staff	yes	IT Department	file server
Public Works - General Services	Timesheets	Personnel	electronic	business office	Business Manager	yes	IT Department	file server
Public Works - General Services	Payroll Records	Personnel	electronic	business office	Business Manager	yes	IT Department	file server
Public Works - General Services	Employee Files	Personnel	electronic	business office	Business Manager	yes	IT Department	file server
Public Works - Nat Resources	Contact Info	Personnel	Elect.	Public Works		Yes	Public Works	Paper
Public Works - Nat Resources	Operations/Maintenance Plan for Table Bluff landfill	Policy	Elect.	Public Works		Yes	Public Works	Paper
Public Works - Nat Resources	Personnel Records and Time Sheets	Personnel	Paper	Public Works		Yes	Public Works	Elect.
Public Works - Nat Resources	Engineering Plans for levee systems	Emergency Plan	Elect.	Public Works		Yes	Public Works	Paper
Public Works - Roads - Bridge Crew	Work orders							
Public Works - Roads - Bridge Crew	Hazardous Waste Manifests							
Public Works - Roads - Bridge Crew	Billing information							
Public Works - Roads - Bridge Crew	Personnel Records and Time Sheets							
Public Works - Roads - Bridge Crew	Bridge plans							

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Public Works - Roads - Roads Crews	Work orders							
Public Works - Roads - Roads Crews	Hazardous Waste Manifests							
Public Works - Roads - Roads Crews	Billing information							
Public Works - Roads - Roads Crews	Personnel Records and Time Sheets							
Sheriff - Administration	Various Grant awards	Hard copy & digital	Excel/Word/PDF	F:Sheriff/Data/grants	LOBM	Yes	826 4th Street, Eureka	hard copies
Sheriff - Administration	HCSO Policy Manual	Hard copy & digital	PDF	F:jail-sheriff	Lexipol	Yes	826 4th Street, Eureka	hard copies
Sheriff - Administration	EOP Admin/Finance	Hard copy & digital	Word	unknown	Program Coord	Yes	826 4th Street, Eureka	hard copies
Sheriff - Administration	OMB Circular	Hard copy & digital	PDF	internet	Feds	Yes	826 4th Street, Eureka	hard copies
Sheriff - Administration	HCSO Operations manual	Hard copy & digital	Word	F:jail-sheriff	Sheriff	Yes	826 4th Street, Eureka	hard copies
Sheriff - Administration	Various Contracts	Hard copy & digital	Word	f:Sheriff/Data/	LOBM, LT, Sheriff, US	Yes	826 4th Street, Eureka	hard copies
Sheriff - Animal Shelter	County Dog Licensing Records	Sheriff's Office Records	Electronic	Animal Shelter Computer Database	Shelter OA's/ Staff	Yes	County Server	Electronic
Sheriff - Animal Shelter	Animal Population Records	Sheriff's Office Records	Electronic	Animal Shelter Computer Database	Shelter OA's/ Staff	Yes	County Server/ Shelter	Electronic and hard copy

Department	Document							
	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Sheriff - Animal Shelter	Animal Emergency Plan	OES Document	Hard Copy	Animal Shelter Supervisor/ ACO	OES	Yes	OES	Electronic
Sheriff - Animal Shelter	Animal Intake Forms	Sheriff's Office Form	Electronic	Animal Shelter Computer Database	Shelter OA's/ Staff	Yes	County Server/ Shelter	Electronic and hard copy
Sheriff - Animal Shelter	Animal Adoption Contracts/ Return Forms	Sheriff's Office Form	Electronic	Animal Shelter Computer Database	Shelter OA's/ Staff	Yes	County Server/ Shelter	Electronic and hard copy
Sheriff - Animal Shelter	Animal Impound Notice	Sheriff's Office Form	Hard Copy	Animal Shelter	Sheriff Admin.	Yes	Shelter/AC Vehicles/Sheriff Admin. Secy.	Electronic and hard copy
Sheriff - Animal Shelter	Warning Notice	Sheriff's Office Form	Hard Copy	Animal Shelter	Sheriff Admin.	Yes	Shelter/AC Vehicles/Sheriff Admin. Secy.	Electronic and hard copy
Sheriff - Animal Shelter	Animal Seizure Notice	Sheriff's Office Form	Hard Copy	Animal Shelter	Sheriff Admin.	Yes	Shelter/AC Vehicles/Sheriff Admin. Secy.	Electronic and hard copy
Sheriff - Animal Shelter	Bite Report Form	Sheriff's Office Form	Hard Copy	Animal Shelter	Sheriff Admin.	Yes	Shelter/AC Vehicles/Sheriff Admin. Secy.	Electronic and hard copy
Sheriff - Animal Shelter	Volunteer Roster	Sheriff's Office Records	Electronic and Hard Copy	Animal Shelter Sergeant's Office	Sheriff Admin.	Yes	Shelter Sergeant, Sheriff Training Div.	Electronic and hard copy

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Sheriff - Business Office	Range / Step list	print	spreadsheet	File cabinet	Fiscal	Yes	on F Drive	digital
Sheriff - Business Office	Seniority list	print	spreadsheet	File cabinet	Fiscal	Yes	on F Drive	digital
Sheriff - Business Office	Longevity list	print	spreadsheet	File cabinet	Fiscal	Yes	on F Drive	digital
Sheriff - Business Office	Personnel list	print	spreadsheet	File cabinet	Fiscal	Yes	on F Drive	digital
Sheriff - Business Office	Vacancy list	print	spreadsheet	File cabinet	Fiscal	Yes	on F Drive	digital
Sheriff - Business Office	Time cards / Time sheets	print		BO and storage room	Fiscal	no	payroll	
Sheriff - Business Office	Payroll Corrections	print		BO and storage room	fiscal	no	payroll	
Sheriff - Business Office	Purchase orders	print			purchasing	no	purchasing	
Sheriff - Business Office	Vendor billings	print			vendors	no		
Sheriff - Business Office	grant billings	print	spreadsheet	binders	Fiscal	Yes	on F Drive	digital
Sheriff - Business Office	live scan forms	print	forms	storage boxes		no		
Sheriff - Business Office	Deposit backup (checks)	print	paper	BO and storage room	Fiscal	no		

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Sheriff - Business Office	Pre-lists	print	IFAS	BO and storage room	Fiscal	Yes	IFAS	digital
Sheriff - Business Office	Pin # listing	print	paper	File cabinet	Fiscal	Yes	on F Drive	digital
Sheriff - Business Office	Budget documentation	print		binders	Fiscal	some	co website	digital
Sheriff - Civil/Court	Softcode	Legal	Computers	Marborough, Mass.	Sheriffs Clerks	Yes	Mass. @ Softcode	Computerized
Sheriff - Correctional Facility	Booking Forms/Kits/Mobile Booking Kits for Several Hundred Inmates	Paper w/digital backup	Files	Room 401	Lt. Luna	Yes	Room 401	Hard
Sheriff - Correctional Facility	OMS Jail Booking System	Paper w/digital backup	Files	HCCF	Staff Lt.	IT	IT	IT
Sheriff - Drug Task Force	Individual Case Files	Case files	Paper	2420 6th Street, Eureka	Individual Responsible	NO	n/a	n/a
Sheriff - Evidence	Chain of custody reports	Legal	Electronic,	County Servers, Evidence On Q tracking program, Sheriff F Drive	Deputies, Evidence Tech. And Property Tech	yes	County Servers, sheriff F Drive	digital

Department	Document							
	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Sheriff - Evidence	Destruction orders	Court Orders	Legal Documents	Property Tech Office court House 826 4th street Eureka CA	Property Technicians	Yes	Property Tech Office, Court House 826 4th Street Eureka	Paper
Sheriff - Evidence	Property reports	Legal	Electronic	RMS, Evidence on Q, Sheriff F Drive	Deputies, Evidence Tech. And Property Tech	yes	County Servers, sheriff F Drive	digital
Sheriff - Office of Emergency Services	Emergency Operations Plan	Plan	Hard copy / Digital copy	EOC and all Departments / Sheriff F Drive	Program Coord.	yes	EOC and all Departments / Sheriff F Drive	Hard copy / Digital copy
Sheriff - Office of Emergency Services	Various County Contingency Plans	Plan	Hard copy / Digital copy	EOC / Sheriff F Drive	Program Coord.	yes	EOC / Sheriff F Drive	Hard copy / Digital copy
Sheriff - Office of Emergency Services	Various City EOPs	Plan	Hard copy	EOC	Individual City	no	n/a	n/a
Sheriff - Office of Emergency Services	Various Misc. Plans	Plan	Hard copy	EOC	Individual Entity	no	n/a	n/a
Sheriff - Office of Emergency Services	Various ICS and other forms	Plan	Hard copy / Digital copy	EOC / Sheriff F Drive	Program Coord.	yes	EOC / Sheriff F Drive	Hard copy / Digital copy
Sheriff - Ops - SWAT/EOD/SCOP/VEHI CLES	Record management system- Crime Report Writing System	Legal	Computers	Logisys	Sheriff's Staff	Yes	County IT and vendor	Computerized

Document								
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Sheriff - Ops - SWAT/EOD/SCOP/VEHICLES	Domestic Violence arrest forms	Legal	computers/print	report writing room	Sheriff's Staff	Yes	County IT and vendor	Computerized
Sheriff - Ops - SWAT/EOD/SCOP/VEHICLES	Search warrant templates	Legal	comp. and print	computer based memory	Sheriff's Staff	Yes	County IT and CID staff	Computerized
Sheriff - Ops - SWAT/EOD/SCOP/VEHICLES	Crime Reports/RMS	Legal	Computers	Computer template only	Sheriff's Staff	Yes	County IT and vendor	Computerized
Sheriff - Ops - SWAT/EOD/SCOP/VEHICLES	Crime Reports 1200 forms	Legal	Paper forms	Main Station Patrol	Sheriff's Staff	Yes	MSP	Print
Sheriff - Ops - SWAT/EOD/SCOP/VEHICLES	Vehicle repair requests	Forms	Paper forms	Motor Pool	Public Works	Yes	County Motor Pool	Print
Sheriff - Ops - SWAT/EOD/SCOP/VEHICLES	Traffic/Misd./Inf. Cite Books	Forms	Paper booklets	Main Station Patrol	Sheriff's Staff	Yes	MSP	Print
Sheriff - Ops - SWAT/EOD/SCOP/VEHICLES	Citizen Complaint Forms	Forms	Paper forms/inter net	Main Station Patrol	Sheriff's Staff	Yes	MSP	Print and Computer
Sheriff - Records	RECORDS MANANGEMENT SYSTEM	CASE REPORTS, CITATIONS, ETC		INFORMATIO N SERVICES	INFORMATION SERVICES	YES	INFORMATION SERVICES	SERVER
Sheriff - Records	DOCSTAR	OLD CASES AND NEW AND OLD BOOKINGS		INFORMATIO N SERVICES	INFORMATION SERVICES	YES	INFORMATION SERVICES	SERVER

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Sheriff - Records	CASE REPORTS		ELECTRONIC	SHERIFF MAIN	LOA/LOSS	YES	INFO. TECH.	ELECTRONIC
Sheriff - Records	PHONE BACK UP			SHERIFF MAIN				
Sheriff - Records	CCW PERMITS		ELECTRONIC	SHERIFF MAIN	DEP/LOA/LOSS	YES	INFO. TECH.	ELECTRONIC
Sheriff - Records	EXPLOSIVE PERMITS		ELECTRONIC	SHERIFF MAIN	LOA/LOSS	YES	PAPER/INFO. TECH	ELECTRONIC
Sheriff - Records	LIVESCAN/FINGERPRINTING		ELECTRONIC	SHERIFF MAIN	LOA/LOSS	YES	INFO. TECH./DEPARTMENT OF JUSTICE	ELECTRONIC
Sheriff - Records	SEX-ARSON REGISTRANTS		ELECTRONIC	MAIN/MCK/GARB	LOA/LOSS	NO	PRIOR RECORDS DEPARTMENT OF JUSTICE	ELECTRONIC
Sheriff - Records	ARREST LIST		ELECTRONIC	SHERIFF MAIN	LOA/LOSS	YES	INFO TECH	ELECTRONIC
Sheriff - Records	DAILY CFS LOG		ELECTRONIC	MAIN/MCK/GARB	LOA/LOSS	YES	INFO TECH	ELECTRONIC
Sheriff - Records	SUBPOENA DUCES TECUM		PAPER	SHERIFF MAIN	LOSS		SUPERIOR COURT	PAPER
Sheriff - Records	SCANNING		PAPER	SHERIFF MAIN	LOA/LOSS	NO?	PARTIAL RECORDS CAN BE RETRIEVED FROM THE JAIL SYSTEM	PAPER ELECTRONIC
Sheriff - Records	CITATIONS		PAPER	SHERIFF MAIN	LOA/LOSS	NO	POSSIBLY SUPERIOR COURT OR THE DEFENDANT	PAPER

Document								
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Sheriff - Records	RECORDS REQUESTS		PAPER	SHERIFF MAIN	LOA/LOSS	NO	REQUESTOR	PAPER
Sheriff - Records	CHILD WELFARE SERVICES CROSS REPORTS -CHILD ABUSE		PAPER	SHERIFF MAIN	LOA/LOSS	NO	CHILD WELFARE SERVICES	PAPER
Sheriff - Records	STATISTICS/UCR-MACR		ELECTRONIC	SHERIFF MAIN	LOSS	YES	INFO TECH/DEPARTMENT OF JUSTICE	ELECTRONIC
Sheriff - Records	WARRANTS		PAPER/ELECT	SHERIFF MAIN	LOSS	YES	SUPERIOR COURT/INFO TECH	ELECTRONIC
Sheriff - Training	Training Sheets	Spreadsheet	Excel	F/Data/Training Sheets.em	Training Coordinator	Yes	F/Users/Ishay	Excel
Sheriff - Training	Mileage File	Spreadsheet	Excel	F/Jail-Sheriff/Mileage	Training Coordinator	Yes	F/Data/Stats.em	Excel
Sheriff - Training	D (Calendar of upcoming events)	Spreadsheet	Excel	F/Data/Training.em	Training Coordinator	Yes	F/Users/Ishay	Excel
Sheriff - Training	F1 (Firearms History)	Spreadsheet	Excel	F/Data/Training.em	Training Coordinator	Yes	File Cabinet	Paper
Sheriff - Training	NCIC (Telecom Training)	Spreadsheet	Excel	F/Jail-Sheriff/Training	Training Coordinator/Dispatch Supervisor	Yes	F/Data/Training.em	Excel
Sheriff - Training	NIMS	Spreadsheet	Excel	F/Jail-Sheriff/Training	Training Coordinator	Yes	F/Data/Training.em	Excel

	Document							
Department	Name	Type	Format	Location	Who updates document? (Position title)	Do you have backup copies?	Where are backup copies located?	Format of Backup Copies
Sheriff - Training	PR (Property Assigned)	Spreadsheet	Excel	F/Data/Invnt ry/Inven.em	Training Coordinator/Legal Office Assistant	Yes	Desk Drawer	Paper
Treasurer/Tax Collector	Tax Roll	Financial	CD	Vault	Tax Collector	yes	IT Building & MegaByte	CD
Treasurer/Tax Collector	School Bond Transcripts	Financial	Hard Copy	Vault	Tax Collector/Treasurer	yes	HCOE & Bond Council	Hard copies
Treasurer/Tax Collector	Treasurer/ tax Collector hard Drives	All office data	On Server	IT	Tax Collector	Yes	IT	CD