



# NOYO HARBOR DISTRICT AGENDA ITEM SUMMARY

**AGENDA ITEM #: 5**  
**MEETING DATE: 12/9/2021**

## TITLE

ArchiveSocial for archiving social media in case of public records requests

## RECOMMENDED ACTION

Approval of software use

## ANALYSIS

As a local agency any person has the ability to request our records. Our records include any writing contain information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. This includes any information posted by NHD, or any information posted on NHD social media pages. Archiving social media pages can be extremely difficult. Posts and accounts can be deleted, edited or otherwise manipulated by the original poster or the person controlling the pages. Without our control or consent someone else could alter our ability to be in compliance with any potential public records request. In addition, receiving any information or help from large companies like Meta/Facebook is unlikely.

Working with a software program like ArchiveSocial will allow us to remain in compliance with any records request we can receive. ArchiveSocial will capture our content in its original form and any other form it takes after the original posts.

## FISCAL IMPACT

\$2,988 billed annually

Potentially savings if a public records request is ever filed and the District sued then found out of compliance.

## ATTACHMENTS

## HARBORMASTER SIGNATURE

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Anna Neumann, Harbormaster