April 10, 2023

Chad Loder

Re: CPRA Request 2/21/23

Dear Mr. Loder:

I apologize for the late response. Below is an itemized response to your requests. If you have any questions or concerns or if I misunderstood any request, please feel free to contact me.

1. The Butte County DA does not have any responsive documents outlining a general retention period for emails. But to attempt to address your question, the email retention period will vary depending upon the needs of the individual employee.

1. Current office policies and guidelines for records management, retention and disposition: Please see the attached policy manual and the attached “Destroy Policy / Purge Criteria.”
2. The master records schedule or equivalent master index of records. We have no responsive documents, but to attempt to address your question, our digital records date back to the year 2000.
3. California State Form STD 70: This office does not have any responsive documents.
4. Current retention file plan: Please see the attached policy manual and the attached “Destroy Policy / Purge Criteria.”
5. All in house requests to delete or destroy records from 9/1/22 – 2/17/23: This request is unclear and overbroad. If you could clarify, specify or narrow what records or information you are referring too, I will search for any responsive documents.
6. How the DA’s office performs email searches when searching for public records: The office uses Microsoft 365 Outlook. Regarding the additional request for “technical manuals, vendor documentation, trainings, FAQ’s and tutorials” the Butte County DA either does not have responsive documents or the documents are protected by copyright.
7. Technical limitations of email searching: The office uses Microsoft 365 Outlook. Regarding the additional request for “technical manuals, vendor documentation, trainings, FAQ’s and tutorials” the Butte County DA either does not have responsive documents or the documents are protected by copyright
8. Processes and tools used to redact sensitive information: For digital documents the office uses Acrobat to redact documents. Audio or video files redaction tools are from Adobe Suite, specifically Adobe Premiere or Adobe Audition. Photo redaction tools used are the editor in the Photos application on Windows 10. Regarding the additional request for “technical manuals, vendor documentation, trainings, FAQ’s and tutorials” the Butte County DA either does not have responsive documents or the documents are protected by copyright.

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|  Sincerely,  |
| Mark Murphy |
| Chief Deputy District Attorney |