

**ORGANIZATION OF SELF INSURED SCHOOLS (OSS)**

**IN THE MATTER OF ESTABLISHING )  
DATA RETENTION POLICY & )  
DISASTER RECOVERY PLAN FOR )  
JOINT POWER AGENCY )**

**RESOLUTION #JPA 022-3**

**NOW, THEREFORE, BE IT RESOLVED** that Kraig Magnussen, President of **OSS**, has rendered to this Executive Committee at the public meeting held on October 12, 2022 the following Data Retention Policy / Disaster Recovery Plan which this Executive Committee has considered:

**A.** The JPA shall establish the following procedures relating to the protection of electronic data, including:

1. A suitable security and back-up system for all stored data.
2. The JPA has developed and implemented processes and procedures relating to protection of electronic data, including a written policy with respect to:
  - a. Disaster recovery
  - b. Physical and electronic data security
  - c. Electronic data retention

**B.** Since **OSS** relies on its outside vendor to maintain critical data, the JPA Administrator, **KEENAN & ASSOCIATES** shall provide a current written copy of their Data Retention Policy and Disaster Recovery Plan to **OSS** upon each contract renewal. The written documents shall address how electronic data is maintained and secured.

**AYES:**           9           **Members**

**NOES:**           0           **Members**

**ABSENT:**        2           **Members**

**ABSTAIN:**       0           **Members**

Dated: October 12, 2022

**ORGANIZATION OF SELF INSURED SCHOOLS (OSS)**

  
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**Kraig Magnussen, President**