



JUDICIAL COUNCIL
OF CALIFORNIA

COURT EXECUTIVES
ADVISORY COMMITTEE

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COURT EXECUTIVES ADVISORY COMMITTEE (CEAC)

RECORDS MANAGEMENT SUBCOMMITTEE

MINUTES OF OPEN MEETING

October 19, 2015

3:00-4:00 P.M.

Conference Call

Advisory Body Members Present: Richard Feldstein (Chair), Alan Carlson, Jake Chatters, Kevin Lane, Pat Patterson, Tricia Penrose, and Kim Turner

Judicial Staff Present: Tara Lundstrom, Patrick O'Donnell, and Josely Yangco-Fronza

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 3:07 p.m., and took roll call.

Written Comments Received

No written comments were received.

Approval of Minutes

The subcommittee reviewed and approved the public minutes of the July 23, 2015, subcommittee meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-2)

Item 1

Trial Court Records Manual (TCRM) Updates: Electronic Signatures Standards and Guidelines (Action Required)

Mr. Jake Chatters, Chair, E-Signature Subgroup, provided an overview of the trial court comment process for the updates to the *Trial Court Records Manual (TCRM)* concerning electronic signatures. Comments were received from the superior courts of Imperial, Los Angeles, and Riverside. Mr. Chatters walked the members through the courts' comments and discussed the subcommittee responses. Two additional practice tips were included in response to the courts' comments to suggest that courts may want to consider adopting different signatures

depending on who is applying the signature and in deciding what types of verification data should be retained.

Mr. Chatters also advised the subcommittee that the language in section 6.2.1.G was changed from “subject to” to “*should align, to the extent possible*, with the data and information security guidelines recommended in *How to Use the Information Systems Controls Framework: A Guide to California Superior Courts.*” This makes the language more suggestive rather than directive or a requirement.

Motion:

Ms. Kim Turner made a motion to approve the draft report and attachments and to submit to CEAC at their November 5 business meeting. Mr. Alan Carlson seconded the motion. The CEAC Records Management Subcommittee unanimously approved the motion.

Item 2

2016 Records Management Subcommittee Projects

The subcommittee reviewed and discussed the possible subcommittee projects for 2016 that can be included on the 2016 CEAC Annual Agenda.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 3:48 p.m.

Approved by the advisory body on January 12, 2016.