

Use of Dropbox and Possible Best Practices

1/12/16

If Dropbox is used by the Legislature, the following are some best practices that would help mitigate some of the potential issues posed by the use of Dropbox:

- 1) Limit the types of documents that are placed in the committee Dropbox to records that will be distributed, discussed, or made available during a meeting.
- 2) Any documents placed in the committee Dropbox should be added in close proximity in time to the corresponding meeting.
- 3) Only permit the chairperson of a committee or the committee assistant to add any documents to the Dropbox.
- 4) Restrict the format of all documents in the Dropbox to pdf files.
- 5) Do not permit anyone to make any changes to or comments about any documents in the Dropbox.
- 6) Designate a non-legislator as the custodian of records in the Dropbox.
- 7) Bring a small number of paper copies of the relevant documents in the Dropbox to the meeting for individuals that do not have access to the electronic versions.
- 8) Custodian of records will maintain a record of all documents placed in the Dropbox to prevent against any deletion or alteration or loss or corruption of data by Dropbox.
- 9) If any communications do occur in the Dropbox, the chairperson or committee assistant sends reminder to refrain from comments.
- 10) All comments and approval of committee minutes should be done in a meeting, not in the Dropbox.
- 11) Periodic reminders should be sent out concerning KORA and KOMA requirements and how they need to be adhered to through the committee's use of Dropbox.