

## Decision Profile

### DEXCOM Filing System

#### Decision Required:

Approval of a filing system for DEXCOM decisions and reports from in camera meetings.

#### Why It's Coming to DEXCOM:

At present, there is no filing system that is for DEXCOM's use only.

#### Background:

While the vast majority of DEXCOM records are stored by the District Office, documents that DEXCOM generates during their in camera meetings have historically been stored with the Associate Governance Officer or individual DEXCOM members. These in camera documents include items such as internal decisions regarding district staff and/or churches, evaluations of the District Superintendent (DS), or personal records for the DS. To better store and provide access to these documents for DEXCOM members, a filing system for DEXCOM use only is needed.

The District Office has recently moved to store files electronically only, and it is recommended that DEXCOM documents similarly be stored electronically. OneDrive is a Microsoft cloud storage system that is connected to each DEXCOM member's Office account from the CPD. It provides 5GB of storage for each user, with the ability to increase this if needed for additional costs. A benefit to electronic storage using OneDrive is that it allows for greater collaboration and access than paper records do. Additionally, permission levels can be set for each document or its containing folder, allowing DEXCOM to determine who has access. Within the OneDrive file storage, the information can be managed using folders as on a computer.

It is suggested that the DEXCOM Secretary be responsible for management of the DEXCOM-only files given the language in the *DEXCOM Policy Governance Manual*:

#### 2.5 District Secretary's Role

The District Secretary is an officer of the District whose purpose is to ensure the integrity of DEXCOM's documents.

2.5.1 The assigned result of the Secretary's job is to see to it that all DEXCOM documents and filings are accurate and timely.

2.5.2 The authority of the Secretary is access to and control over DEXCOM documents.



**Recommendation/Motion:**

THAT a DEXCOM filing system be created using OneDrive with the DEXCOM Secretary as the primary recordkeeper.

