

**Title:** **Operational Databases**  
**Date of Current Version:** **February 2019**  
**Replaces Version:** **April 2012**

### **Background**

Databases managed by The Center provide quantitative information to measure the scope of operation; facilitate financial management of budgeted funds and monetary donations; provide emergency information when needed; track use of the facility; and produce a variety of reports. Policies related to the databases are intended to promote security and accuracy.

### **Policy**

1. Databases shall be maintained on the City of Iowa City file server or a secure web server.
2. Access to databases shall be limited to only those staff members and select volunteers who need information contained therein.
3. Persons authorized to access any of the databases shall receive appropriate training from the managing staff member prior to initial use of the database.
4. On an annual basis, staff shall evaluate the types of information collected from participants and recorded in Center databases. If any information collected is determined not to be necessary or useful to support or improve Center operations, it shall no longer be collected.
5. Duplicative data within or across databases shall be consolidated or eliminated when possible.

### **Administration**

Databases are maintained by The Center's permanent staff. Center staff members have access to the databases as needed. City of Iowa City ITS and Revenue employees may have access to information as needed. Public access to information contained in the databases is limited as much as possible under current public records laws (Chapter 22 of the Code of Iowa). The coordinator or designee makes the final decision as to what information is collected for database storage.

Approved by the Senior Center Commission on: February 21, 2019