

Memorandum



Date: October 17, 2025

To: Members of the Board of Supervisors

From: Chris Chirgwin, Chief Information Officer

Subject: Withdrawal Request for Administrative Item No. 6 Regarding Receive and File of ITAM-0551 Artificial Intelligence Policy

The Information Technology Department respectfully requests the withdrawal of Administrative Item no. 6, *Receive and File of ITAM-0551 Artificial Intelligence Policy*, from the Board of Supervisors meeting of October 21, 2025 (continued from October 14, 2025, to incorporate suggested changes from Supervisor Nelson). The Board Letter for this item incorrectly stated that the policy had completed the required meet-and-confer process prior to adoption.

Withdrawal of this item will allow the meet-and-confer process to be completed as required. Following that process, the policy will be resubmitted through the Executive Information Technology Council for approval and subsequently returned to your Board to receive and file at a future date.

Should you have any questions, please contact Chris Chirgwin, Chief Information Officer, at cchirgwin@countyofsb.org or (805) 568-2608.