



DATE: November 28, 2017

CATEGORY: Consent

DEPT.: City Clerk's Office

TITLE: **Citywide Records Retention
Schedule Update**

RECOMMENDATION

Adopt a Resolution Amending the Citywide Records Retention Schedule for the Protection of City Records, to be read in title only, further reading waived (Attachment 2 to the Council report); and

Adopt a Resolution Amending City Council Policy A-9, Destruction of City Records, to be read in title only, further reading waived (Attachment 3 to the Council report), in order to align the policy with the requirements outlined in the updated Citywide Records Retention Schedule.

BACKGROUND

The City's Records Retention Schedule (RRS) was adopted by Resolution No. 16030 in 1996, providing guidelines to ensure that all City records are maintained in accordance with Federal, State, and local codes and statutes, as well as contractual obligations. Council Policy A-9 was adopted April 28, 1975, in an effort to assure that records were purged in a transparent manner, with proper documentation and never prematurely. The RRS was updated on June 12, 2001 (see attached); however, it is extremely outdated and fails to consider the electronic medium widely used today.

ANALYSIS

The current revisions to the schedule can be grouped in two major categories; organizational changes and revisions to the statutory requirements for certain record series. Since the RRS has not been revised in the last 16 years, retention levels and type of records has changed drastically, especially with the advance of the electronic age. For organizations that have secured, redundant (backed-up), and trusted records

management systems, many documents may be stored in a digital format, alleviating the necessity of hard-copy storage. Maintaining electronic records has the following benefits:

- Reduces records storage costs;
- Reduces risks of loss of vital records essential to conduct business;
- Creates a web-based central repository of City documents;
- Facilitates retrieval of information through metadata, key word, and full text searching capabilities; and
- Facilitates citizen access to public records.

The proposed RRS requires that minutes, ordinances, resolutions, and all recorded documents be saved in hard copy permanently, but most other paper documents that are digitized and securely archived may be destroyed pursuant to the destruction authorization process unless otherwise required by law. Once the retention level has expired for each digital record, it may also be destroyed pursuant to the same destruction authorization process.

Revisions to Council Policy A-9 ensure the destruction process constructs an inventory of the records chronologically, references the proper destruction code, with submittal to the respective department head, City Attorney's Office, and City Clerk for authorization for destruction (see attached).

FISCAL IMPACT – None.

ALTERNATIVES

Do not update the RRS and Council Policy A-9, and continue to use the current schedule and policy.

PUBLIC NOTICING – Agenda posting.

Prepared by:

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LB/WW/7/CAM
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- Attachments:
1. [June 12, 2001 – Item 4.2 Council Report](#)
 2. Resolution Amending the Citywide Records Retention Schedule
 3. Resolution Amending Council Policy A-9