



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: FEBRUARY 4, 2020**  
**FROM: CITY CLERK'S OFFICE      WARDS: ALL**  
**SUBJECT: RECORDS RETENTION SCHEDULE REVISIONS**

**ISSUE:**

Adopt a Resolution revising the records retention schedules for all City Departments, authorize the destruction of certain City records, and repeal Resolution No. 23011.

**RECOMMENDATION:**

That the City Council adopt the attached resolution revising the records retention schedules for all City Departments authorizing destruction of certain City records and repealing Resolution No. 23011.

**BACKGROUND:**

The City's Records Retention Schedule provides a retention period for each type of record. Pursuant to State law, records must be retained a minimum of two years. The proposed schedules (Attachment 2) assign record types to either a 2 to 15-year (Category C) or permanent (Category P) retention. For Category C records, Departments identify the appropriate retention/destruction within the 2-15 year time frame based upon operational needs. Prior to destruction of any record, the City Clerk, City Attorney, and Archivist review the list of records proposed to be destroyed for compliance with the adopted Records Retention Schedule and historical significance. The City Clerk's Office retains the listing of records destroyed.

On December 20, 2005, adoption of Resolution No. 21089 established a comprehensive records retention policy and authorized destruction of certain City records as provided by Government Code Section 34090. Periodically, departments or divisions revise retention schedules to comply with changes in legislation governing retention of certain records, add new records titles, delete obsolete record titles, or accommodate a change in the City's departmental and divisional structure. Historically, changes have been made to the records retention schedules as a particular need arose.

The City Clerk, City Attorney, and City Departments comprehensively reviewed Department records retention schedules to verify consistency across all Departments. Records, regardless of media type (paper, email, photographs, video, electronic data base, etc.), will be maintained in accordance with the adopted retention schedules. City Departments propose revisions to

records retention schedules simplifying records titles, eliminating redundancies, and incorporating any needed changes.

**FISCAL IMPACT:**

There is no fiscal impact associated with adoption of this resolution and approval of the departmental retention schedules. Costs for storage and destruction of records are included annually in the City Clerk's Office Budget.

Prepared by:	Colleen J. Nicol, City Clerk
Certified as to availability of funds:	Edward Enriquez, Chief Financial Officer/Treasurer
Approved by:	Al Zelinka, City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachments:

1. Resolution
2. Record Retention Schedules