



CC Regular Meeting AGENDA ITEM REPORT

Meeting: June 3, 2025
Title: Adopting a Records Retention Schedule and Authorizing the Destruction of Certain City Records
Presented by: Fabian Velez, Chief Deputy City Clerk
Desiree Jimenez, Deputy City Clerk/Records Manager
Recommendation: 1. Adopt Joint Resolution CC 2025-58 rescinding Resolution CC 2024-14 and adopting a Records Retention Schedule; and
2. Adopt Resolution CC 2025-59 authorizing the destruction of certain City records.

EXECUTIVE SUMMARY:

Since July 2017, the City has obtained an annual subscription service from Gladwell Governmental Services, Inc. an expert in local government records, to review and update the City's Records Retention Schedule and destruction procedures. The annual subscription includes an annual update, legal review of all changes for the year, additional changes requested by City employees, rewriting of the index to retention schedules to reflect the changes made, and unlimited e-mail and telephone assistance throughout the year. Once a retention schedule has been approved by the City Council, Government Code Section 34090 authorizes the destruction of obsolete records by the Department Head, with approval of the City Council by resolution and written consent of the City Attorney.

DISCUSSION:

Gladwell Governmental Services, Inc. has conducted a review of the retention schedule and has provided the annual update of the retention schedule (Exhibit A to Attachment A). The update allows the City to comply with recent changes in law and provide a more efficient system for the management of permanent and disposable documents. The records retention periods are in compliance with current laws and are standard business practice for California cities. The proposed update includes all City departments except the Police Department, which manages its own records separately.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with consent in writing of the City Clerk or Chief Deputy City Clerk, City Manager, City Attorney, and City Council.

The Departments of Administrative Services (Finance and Human Resources), City Clerk/Records Management, Community Development (Code Enforcement & Planning), Parks & Recreation/Library Services, Public Works, Special Projects, have completed a review of files to determine which records have met their retention and are eligible for destruction per the City's Record Retention Schedule. Records to be destroyed with the consent of the City Attorney are detailed in Exhibit A to Resolution CC 2025-59. Therefore, staff recommends that the City Council adopt Resolution CC 2025-59 authorizing the destruction of obsolete records.

FISCAL IMPACT:


There is no fiscal impact to adopt the updated retention schedule; however, there is a nominal cost of \$400 per fiscal year, which was included in the Fiscal Year 2024-25 budget, account no. 1010-0700-51005 for the subscription to provide an annual update and unlimited advice.

A nominal fee is also associated with the destruction of obsolete records, which is based on the number of boxes destroyed. Funding for document destruction has been authorized and budgeted within Fiscal Year 2024-2025 under accounts 1010-0500-53990 (Finance), 6010-0500-53990 (Water-Finance), 1010-300-53990/1010-3900-53990 (Parks & Recreation/Library Services), and 1010-0700-53990 (Records Management).

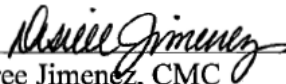
CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Fabian Velez
Chief Deputy City Clerk



Desiree Jimenez, CMC
Deputy City Clerk/Records Manager