

REPORT TO THE CITY COUNCIL



DATE: October 17, 2017

TITLE: Records Retention Schedule Update

Prepared by: Jerryl Soriano, CMC, City Clerk

Reviewed by: Jennifer Mizrahi, City Attorney

RECOMMENDATION

Adopt a Resolution of the City Council adopting an updated Records Retention Schedule.

BACKGROUND

In general, the City's official records, which are maintained in the ordinary course of business must be made available to the public upon request, unless such records are exempt under the Public Records Act (Government Code Section 6254 et. seq.), are privileged or confidential, or have been disposed of pursuant to an official Records Retention Schedule approved by the City Council.

The State of California has adopted guidelines for retention periods for various government records to assist local governmental agencies in establishing appropriate records retention schedules which comply with all applicable laws and regulations. California Government Code Section 34090 provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed. Maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Desert Hot Springs.

A properly prepared Records Retention Schedule (Schedule) is the City's legal authority to dispose of records and documents maintained by the City, which are no longer necessary. City records should only be authorized for disposal if the subject records have surpassed their legal, administrative or historical value. Note that all retention periods on the Schedule are minimums. The City Clerk, City Manager, and City Attorney have the discretion to cause the retention of any specific document for a longer period if appropriate.

DISCUSSION

Due to periodic changes in the law, it is necessary to occasionally review and update the City's Records Retention Schedule. The City last updated the Schedule on July 7, 2015.

The proposed Resolution (Exhibit 1) approves an updated Schedule reflecting the addition relating to the retention of police records.

FISCAL IMPACT

There is no fiscal impact.

EXHIBIT(S)

- 1) Resolution Adopting an Updated Records Retention Schedule
- 2) Records Retention Schedule (Exhibit A to Resolution)