

Legislation Details (With Text)

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Title:	RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AMENDING THE RECORDS RETENTION SCHEDULE THAT AUTHORIZES THE DESTRUCTION OF CERTAIN CITY RECORDS				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. RES 2020-024 Records Retention Schedule amendment, 2. Proposed Records Retention Schedules 2020				

Date	Ver.	Action By	Action	Result
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PREPARED BY: LEHNY M. CORBIN

DATE OF MEETING: 03/02/20

SUBJECT:

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AMENDING THE RECORDS RETENTION SCHEDULE THAT AUTHORIZES THE DESTRUCTION OF CERTAIN CITY RECORDS

CITY MANAGER RECOMMENDATION

Adopt Resolution

COMPLIANCE STATEMENTS

Adopting a Records Retention Schedule is not a specific policy priority identified in the FY 2019-21 City Council Priority Workplan, effective March 1, 2019, but is important for efficient city operations.

CEQA Compliance Statement

This item is not subject to CEQA.

BACKGROUND

In 2016, San Pablo contracted with Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. On June 6, 2016, the City Council adopted Resolution 2016-185 providing the City with a comprehensive Records Retention Schedule.

Staff has been successful in managing their respective department's records, both paper and electronic versions. Since 2016, numerous amounts of files and records have been scanned and/or destroyed according to the Schedule as approved by the Department Head, the City Attorney and the Deputy City Clerk. The destruction of these records has aided in elimination of duplicate records and has freed up space in storage areas in the various departments.

With changes in the law, it becomes necessary to periodically update and revise the retention schedules. In addition, staff has also added and/or revised document descriptions that had been discovered missing from their respective schedules, and consultant Ms. Gladwell has incorporated such changes.

FISCAL IMPACT

Gladwell Government Services assesses an annual \$500 for maintaining the Records Retention Schedule.

Attachment: Records Retention Schedules 2019-20