Staff Report Details (With Text)

File #:	21-640	**Version:**	1	**Name:**	Resolution Adopting the Records Retention Schedule for the City of Culver City
Type:	Resolution			**Status:**	Consent Agenda
File created:	1/27/2021			**In control:**	City Council Meeting Agenda
On agenda:	2/8/2021			**Final action:**	
Title:	CC - Adoption of a Resolution Amending the Records Retention Schedule for the City of Culver City, Authorizing Destruction of Certain City Records in Accordance with the Amended Retention Schedule, and Rescinding Resolution No. 2019-R026				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. 2021-02-08_ATT 1_Resolution Amending Records Retention Schedule.pdf				

Date	Ver.	Action By	Action	Result

CC - Adoption of a Resolution Amending the Records Retention Schedule for the City of Culver City, Authorizing Destruction of Certain City Records in Accordance with the Amended Retention Schedule, and Rescinding Resolution No. 2019-R026

Meeting Date: February 8, 2021

Contact Person/Dept: Jeremy Green/Administrative Services

Phone Number: (310) 253-5851

Fiscal Impact: Yes [] No [X] **General Fund:** Yes [] No []

Public Hearing: [] **Action Item:** [] **Attachments:** [X]

Commission Action Required: Yes [] No [X] **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (02/04/2021);

Department Approval: Serena Wright, Assistant City Manager (02/01/2021)

RECOMMENDATION

Staff recommends the City Council adopt a resolution amending the Records Retention Schedule for the City of Culver City ("Retention Schedule"), authorizing destruction of certain City records in accordance with the amended Retention Schedule, and rescinding Resolution No. 2019-R026.

BACKGROUND/DISCUSSION

In 1999, Section 12236 was added to the California Government Code, which states in Section 12236 (a) “The Secretary of State shall establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state.” The guidelines were an initial attempt to provide some standards and structure to the local government records management effort.

To reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law, City Clerk staff enlisted expert records management company Gladwell Governmental Services, Inc. to review department needs and create a schedule for records retention, which was adopted by resolution on August 14, 2017. The adopted Retention Schedule was based upon the most current laws regarding government records and replaced the 2006 Secretary of State Guidelines.

As new laws go into effect and as part of a subscription service, Gladwell Governmental Services provides updates to the Retention Schedule to ensure that it includes those laws. During this time, departments also reviewed the adopted Retention Schedule and have provided updates to more accurately reflect the needs of each department, which are also reflected in the amended Retention Schedule.

The Retention Schedule was first amended on May 13, 2019 by Resolution No. 2019-R026. The Retention Schedule is in need of further updates. Attached is a proposed Resolution amending the current Retention Schedule.

A summary of some of the substantive changes to the Retention Schedule are as follows:

- City-Wide: Added “staff videoconference chats, notes and recordings” to the list of types of Correspondence, which are identified as Transitory / Preliminary Drafts to be kept until no longer required
- Administrative Services / City Clerk: Added a new law regarding Redistricting, and the Expanded Electronic Filing retention requirements to the FPPC Campaign Filings category
- Community Development / Planning: Added new Environmental / CEQA / NEPA Correspondence and internal staff notes with required retention until completion of the CEQA process
- Administrative Services / Human Resources: Added COVID-19 Notifications to Employees with a 3-year retention requirement
- Parks, Recreation, and Community Services: Changed active records retention of certain documents, while keeping inactive records of same category permanently to be consistent with other record retentions
- Police: added a new legally required Data Collection Form to the retention schedule

Other additional change includes updating the department keeper of record of certain documents and other minor administrative updates.

FISCAL ANALYSIS

There is no financial impact associated with the adoption of the proposed Resolution; however, in general, there is some financial savings realized with the implementation a Records Retention Schedule. The savings include labor and storage expenses; including the avoidance of future storage and/or destruction costs.

ATTACHMENTS

1. Proposed Resolution Amending the Records Retention Schedules

MOTION

That the City Council:

Adopt a Resolution Amending the Records Retention Schedule for the City of Culver City, Authorizing Destruction of Certain City Records in Accordance with the Amended Retention Schedule, and Rescinding Resolution No. 2019-R026.

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