



City of Culver City

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Staff Report

File #: 19-1140, **Version:** 1

Item #: C-3.

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. 2017-R080.

Meeting Date: May 13, 2019

Contact Person/Dept: Jeremy Green/Administrative Services

Phone Number: (310) 253-5851

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

Public Hearing: ☐ **Action Item:** ☐ **Attachments:** ☒

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (05/08/19);

Department Approval: Serena Wright, Assistant City Manager (05/07/19)

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. 2017-R080.

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 Schedule.

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 amendment.

Attached to the resolution is the amended Records Retention Schedule for the City of Culver City.

FISCAL ANALYSIS

There is no financial impact with the adoption of this resolution; however, there is some financial savings realized with the implementation of the new Records Retention Schedule. The savings includes labor expense and storage expenses; including the avoidance of future storage and/or construction costs.

ATTACHMENTS

1. Proposed Resolution Amending the Records Retention Schedules

MOTION

That the City Council:

1. 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. 2017-R080.