



City of Culver City

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Staff Report

File #: 22-710, **Version:** 1

Item #: C-6.

CC - CONSENT ITEM: 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. 2021-R010

Meeting Date: April 25, 2022

Contact Person/Dept: Jeremy Bocchino/ City Manager's Office
Phone Number: (310) 253-5851

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

Attachments: ☒

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

Public Notification: (E-Mail) Meetings and Agendas - City Council (04/20/2022);

Department Approval: Jesse Mays, Assistant City Manager (04/19/2022)

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. 2021-R010.

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 reflect the needs of each department more accurately, which are also reflected in the amended Retention Schedule.

The Retention Schedule was last amended on February 8, 2021 by Resolution No. 2021-R010. 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:

- Finance: Changed CAFR to ACFR.
- FIN-054 & FIN-055.1 - W-9s are now required to be maintained until the vendor is inactive + 3 years, removed it from FN-054 and gave it its own category
- FR-021: Added "Includes e-PCR Database / Electronic Patient Care Report Database"
- ASD-085: Recruitment Files are now required to be retained for 4 years (from 3 years)
- ASD-076: Added "Harassment Claims" to Department of Fair Employment & Housing (DFEH or EEOC) Claims
- ASD-078.1 (New) - Added EEO-4 Reports
- CD-042: Changed the retention for Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exceptions, etc.) / CEQA / NEPA) to "Project Approval or Denial + 180 days" so it's easier for employees to implement.
- PD_040.1: (Complaints & Investigations (by Members of the Public) - WITH Sustained Finding of Misconduct as defined in PC §832.7 will be Final Disposition + 15-year retention effective January 1, 2022.
- (new) PD-067.1: Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)
- PD-071.1: STOP Source Data / Racial and Identity Profiling Act (RIPA) Annual Report - 3-year retention
- PW-041: SB 1383 takes effect in 2022 and requires Organic Waste Collection and Recycling compliance records be retained 5 years.

Other additional changes include updating the department keeper of record for 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. 2021-R010.