



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of November 12, 2025

TO: Mayor and Members of the City Council

VIA: Dante Hall, City Manager

SUBMITTED BY: Eibleis Melendez, City Clerk

SUBJECT: Updated Records Retention Schedule and Records and Information Management (RIM) Program Policy

RECOMMENDED ACTION:

Adopt a resolution adopting the updated Records Retention Schedule and Records and Information Management Program Policy and rescinding Resolution 18-028.

BACKGROUND:

A records retention schedule should be reviewed regularly to identify when updates are needed. The City's Records Retention Schedule was last updated by Resolution 18-028 in April 2018. At the same time, the city approved a Records Management Program Manual prepared internally by City staff. The 2018 records management manual provides only general information related to the filing and destruction of records based on 2018 guidelines and best practices.

The 2018 retention schedule has been revised to accurately reflect the documents retained by each department. The appropriate Government Code citations and retention periods, as well as the series code and document descriptions, have been updated for better records storage and management.

For a records management program to be effective, it must include policies and procedures for the efficient management of the creation, utilization, maintenance, retention, preservation, and disposal of City records in all formats, based on State statutes governing public records. It should also provide for staff education and training on its importance in all aspects of the program.

The updated Records and Information Management Program Policy complies with the State Record Retention laws (Government Code §34090, et seq.) and the California Public

Records Act (Government Code §7920 et seq.). It establishes guidelines and policies for all aspects of records management based on current best practices and technologies. It should be used alongside the City's newly updated Records Retention Schedule.

Analysis:

In May of 2024, the City Council approved a resolution approving a professional services agreement with Records Control Services (RCS) for the review and update of the city's Records Retention Schedule, policy and file Management.

The scope of work was divided into three phases. The first phase involves reviewing and evaluating the City's current retention schedule and records management policies and procedures. RCS met with the department's designated Records Coordinators multiple times to review and update the documents and categories in the individual department's schedules. RCS then provided a draft for the Records Coordinators and Directors to review. Once the department drafts were approved, RCS prepared a complete and comprehensive final draft of the Records Retention Schedule for review by the City and Manager, and approval by the City Attorney.

Implementing the updated Records Retention Schedule and Records and Information Management Program Policy will establish an efficient management and disposition system for designated records. These tools will enable the City to enhance best practices in records management and information governance.

Staff recommends that the City Council review and approve the updated Records Retention Schedule (Exhibit A) and Records and Information Management Program Policy (Exhibit B) and rescind Resolution No. 18-028.

FISCAL IMPACT:

There is no fiscal impact in adopting a new Records Retention Schedule and a Records and Information Management Program Policy to replace the Retention Schedule and the Records Management Manual approved in 2018.

ATTACHMENTS:

Attachment 1 - Resolution adopting an Updated Records Retention Schedule and Records Retention Policy

Exhibit A - Updated Records Retention Schedule (2025)

Exhibit B - Records and Information Management (RIM) Program Policy

Attachment 2 - Resolution 18-028

Attachment 3 – 2018 Records Retention Schedule