



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### REPORT TO COUNCIL

#### **SUBJECT**

Adopt a Resolution Revising the Citywide Records Retention and Destruction Program Policy and Schedule

#### **BACKGROUND**

In February 2010, Council adopted Resolution No. 420-10 establishing a Citywide Records Retention and Destruction Program Policy and Schedule (Records Retention Schedule) providing a critical tool toward effective and economical records management in accordance with Government Code section 34090, et seq. and numerous other federal, state and local codes (RTC No. 10-040). The Records Retention Schedule provides clear and precise information for records management and enables staff to more efficiently control inventory of active, inactive and expired records. Additionally, it also provides the City with the legal authority to dispose of records that have reached the end of their required retention period.

#### **EXISTING POLICY**

Administrative Policy Manual Chapter 5 - Information Management Article 5

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **DISCUSSION**

Pursuant to the Administrative Policy Manual regarding information management City staff submits for Council's consideration revisions to the City's Records Retention Schedule to assure it remains in compliance with government records retention regulations. Staff went through a review process with each City department and worked with Office of the City Attorney to assure that the Schedule complies with government records retention regulations. City Council action to adopt a Resolution revising the Records Retention Schedule is required to establish a current Schedule (Exhibit A of Attachment 1). A copy of the Schedule with markups is also attached as Attachment 2 for reference.

Storage of inactive and expired records is inefficient and costly. The revision to the Records Retention Schedule will also provide City staff with the framework to assess the viability for a digital records management system to help improve accessibility of records and reduce the City's overall administrative overhead costs.

#### **FISCAL IMPACT**

There is no fiscal impact. Revising the Records Retention Schedule will continue to result in long-

term cost savings with the reduction of records stored internally and externally at off-site storage facilities.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

### **RECOMMENDATION**

Adopt the Resolution Approving Revisions to the Citywide Records Retention and Destruction Program Policy and Schedule.

Prepared by: Nhon Nguyen, Senior Management Analyst

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

### **ATTACHMENTS**

1. Resolution Updating the Citywide Records Retention and Destruction Program Policy and Schedule with Exhibit A entitled "Records Retention and Destruction Schedule"
2. 2018 Records Retention Schedule with Edits