



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Adopt a Resolution to Update and Reformat the Citywide Records Retention and Destruction Schedule

#### **BACKGROUND**

In February 2010, Council adopted Resolution No. 420-10 establishing a Citywide Records Retention and Destruction Policy and Schedule that provides guidelines for an effective and economical records management program (RTC No. 10-040). The Records Retention Schedule (RRS) is a compilation of citywide record series and their established retention periods in compliance with various federal, state and local statutes. An adopted RRS provides legal authority for the City to dispose of official public records once they have reached the end of their established retention period.

The Citywide RRS is reviewed, amended and updated whenever change(s) occur that impact the keeping or disposing of City's records. The City's RRS was last updated in December 2018 (RTC No. 18-0898).

#### **EXISTING POLICY**

Administrative Policy Chapter 5, Information Management, Article 5 Records Management

#### **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**

The City contracted with Cadence Group (consultant) to perform a comprehensive assessment of the City's Records and Information Management program to better understand best practices in transitioning from paper-based records storage and business processes to electronic records storage and business processes. A key recommendation by the Consultant is to simplify the RRS, including reducing the number of record categories. In addition, simplifying the RRS will facilitate the transition to electronic records storage and ease compliance (i.e., consolidate/group common business functions into broader categories). Conversion to an electronic records and information management system is under review in anticipation of the move to the new Civic Center. It will be brought before City Council for consideration in the near future.

The RRS has been reviewed and modified to improve its organization by implementing categories and sub-categories, eliminating columns requiring information that was either redundant or not

essential. This resulted in a more simplified and structured RRS as recommended by the Consultant (Attachment 1 - Exhibit A). Records coordinators from each department provided input on department specific records. In addition, changes made include updates to retention periods to align with current business practices and statutes. This includes combining like records with the same retention periods and similar citations to reduce duplicated records. Staff consulted the Office of the City Attorney to ensure the RRS complies with government records retention regulations. City Council action to adopt a resolution (Attachment 1) revising the RRS as described is required to implement the modified Schedule. A copy of the 2018 RRS is included as Attachment 2 for reference.

The modified RRS will also assist with the framework in creating an electronic records and information system for the City.

### **FISCAL IMPACT**

There is no fiscal impact. Storage of inactive and expired records is inefficient and costly. Revising the RRS will continue to result in long-term cost savings with the reduction of records stored internally and externally at off-site storage facilities. Implementation of an electronic records management system will increase savings with the reduction of retaining hard copy records and the City's overall administrative costs.

### **PUBLIC CONTACT**

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

### **RECOMMENDATION**

Adopt a Resolution to Update and Reformat the Citywide Records Retention and Destruction Schedule.

Prepared by: Christina Uribe, Management Analyst

Reviewed by: David Carnahan, City Clerk

Reviewed by: Teri Silva, Assistant City Manager

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager

### **ATTACHMENTS**

1. Resolution to Update and Reformat the Citywide Records Retention and Destruction Schedule, (Exhibit "A" "Records Retention and Destruction Schedule")
2. 2018 City of Sunnyvale Adopted Records Retention Schedule