



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: MAY 16, 2023

DEPARTMENT: ADMINISTRATION

FROM: PATRICIA M. BARAJAS, CITY CLERK
CHRISTOPHER A. CALLIHAN, CITY ATTORNEY

TITLE: RECORDS RETENTION SCHEDULE UPATE

RECOMMENDED MOTION:

A motion to approve a Resolution adopting a new Records Retention Schedule.

EXECUTIVE SUMMARY:

The City is updating its records management program, including its records retention policies which will result in efficiency gains and cost savings. The City of Salinas selected Gladwell Governmental Services, Inc., an expert in local government records, to update its records management program. An update in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

BACKGROUND:

The update to the current records management systems was driven by many factors, including:

- Limited space in City facilities
- Filing and storing of duplicate records across departments
- Production and management of many permanent records
- Increase in records storage expenses
- Technology advancements
- Changes in law

The purpose of the program is to apply efficient and economical methods to the utilization, maintenance, retention, preservation and disposal of all records managed by the City. The retention periods are in compliance with all laws and are standard business practice for California cities.

The new Retention Schedules provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of City records. Through the update process, staff was able to clearly identify which department is responsible for maintaining specific original record and establishing clear retention periods for different record categories.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their retention period, upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney.

Standard business practice for California cities also authorizes updates to the schedule without further action of the City Council, which is provided in Section 3.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

Approval of an update to the Records Retention Schedule supports the City Council's Strategic Goal of Effective and Culturally Responsive Government.

DEPARTMENTAL COORDINATION:

The new retention schedule was written interactively with representatives from all departments participating in the process via virtual meetings, telephone and email.

FISCAL AND SUSTAINABILITY IMPACT:

No City funds required. Salinas will realize significant cost savings both in labor and storage expenses.

ATTACHMENTS:

Resolution
Retention Schedules
Records Destruction Form
Retention Schedule Update Form