



TITLE

Records Retention Schedule Update

RECOMMENDATION

Adopt a Resolution approving the updated Records Retention Schedule, authorizing the routine destruction of records in accordance with applicable law, and authorizing administrative updates to the Records Retention Schedule as needed.

CONTACT

Taresa Geilfuss, City Clerk

BACKGROUND & ANALYSIS

The City of American Canyon maintains a Records Retention Schedule that establishes how long City records must be retained before they may be destroyed. Records retention schedules are an essential component of a municipal records management program and ensure that records are maintained in compliance with applicable laws while allowing for the efficient management and disposition of records.

Over time, records retention requirements change due to updates in state law, operational practices, and evolving technology used to store and manage records. Periodic updates to the retention schedule are necessary to ensure the City's records management practices remain current and compliant.

To support this effort, the city engaged Gladwell Governmental Services, Inc., a firm specializing in local government records management. Working with City staff across departments, the consultant reviewed existing records series, identified applicable legal retention requirements, and developed updated schedules reflecting current operational practices and legal standards.

The updated Records Retention Schedule establishes standardized retention periods for the various types of records created and maintained by City departments. The schedule provides clear descriptions of records series and identifies the minimum retention period required before records may be destroyed.

Adoption of the updated schedule will:

- Ensure compliance with state statutes governing records retention
- Improve consistency in records management practices across City departments
- Reduce unnecessary storage of records beyond their required retention period
- Support efficient management of both physical and electronic records

The city manages records in both physical and electronic formats as part of its records management program, including the use of electronic records management systems. The retention schedule applies to City records regardless of format and establishes consistent retention standards across all records maintained by the City.

Consistent with California Government Code Section 34090, cities may authorize the destruction of records that have met their required retention period and are no longer needed for City business, provided that such destruction is authorized by the legislative body. The proposed resolution authorizes the routine destruction of records that have met their retention requirements, subject to written authorization by the Department Head, City Clerk, and City Attorney in accordance with established procedures.

To ensure the schedule remains current, the resolution also authorizes administrative updates to the Records Retention Schedule, such as updates required to reflect changes in state law, record descriptions, or operational practices. Such updates must be approved by the Department Head, City Clerk, and City Attorney, ensuring appropriate administrative oversight while avoiding the need for repeated City Council action for minor revisions.

The updated retention schedule will serve as the governing policy for records retention and disposition throughout the City organization.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Adoption of the updated Records Retention Schedule is not expected to create new fiscal impacts. However, the ability to routinely dispose of records that have met their retention requirements may reduce costs associated with physical storage, records management, and administrative handling of records over time.

ENVIRONMENTAL REVIEW

None

COMMUNICATION

Level 0: No Further Public Communication Needed

ATTACHMENTS:

1. Resolution - Approval of Records Retention Schedule
- 1a. Exhibit A - Retention Schedule