



TITLE

Declaring Laserfiche Cloud a Trusted System and Adopting City Records Management Procedures

RECOMMENDATION

Adopt a Resolution declaring Laserfiche Cloud a Trusted System for the storage, management, and preservation of city records.

Adopt a Resolution approving City Records Management Procedures as the official administrative policy governing the creation, management, storage, retention, digitization, and destruction of city records in all formats.

CONTACT

Taresa Geilfuss, City Clerk

BACKGROUND & ANALYSIS

California Government Code Section 12168.7 establishes uniform statewide standards for storing and recording public records in electronic media and cloud computing environments.

The statute defines a “Trusted System” as a combination of technologies, policies, and procedures for which there is no plausible scenario in which a public record retrieved from the system could differ substantially from the public record originally stored. The statute became fully operative on January 1, 2026.

The city currently utilizes Laserfiche Cloud as its enterprise content management system to store and manage electronic public records. Laserfiche Cloud provides security controls, audit logging, access restrictions, and records management functionality designed to maintain the integrity, authenticity, and reliability of stored records.

To ensure full compliance with State law and to strengthen the City’s legal defensibility, staff recommends adoption of two complementary resolutions.

1. Trusted System Resolution

The first resolution:

- Declares Laserfiche Cloud the City's official electronic records repository
- Determines that Laserfiche Cloud meets the statutory definition of a Trusted System
- Designates electronic records stored in Laserfiche Cloud as the City's official records
- Authorizes destruction of paper originals following compliant digitization and verification, consistent with Government Code Sections 34090 et seq.

This action formalizes existing operational practice and provides additional legal clarity regarding:

- Authenticity of electronic records
- Public Records Act defensibility
- Lawful destruction of source documents
- Long-term electronic preservation

2. City Records Management Procedures Resolution

The second resolution adopts written records management procedures governing the City's internal business practices for the creation, management, retention, digitization, and destruction of public records in all formats.

These procedures address:

- Record creation and capture
- Digitization and centralized repository management
- Indexing and classification
- Access controls
- Record Integrity
- Retention
- Legal holds
- Lawful destruction

The procedures also establish a policy direction that electronic public records be maintained within Laserfiche Cloud and that permanent paper records be progressively digitized and uploaded into the official repository, where legally permissible and operationally feasible.

Adoption of these procedures promotes consistency across departments, strengthens records governance, and supports the City's Trusted System designation.

Together, the Laserfiche Cloud technology, the City's adopted Records Retention Schedule, and the formally adopted City Records Management Procedures establish the combination of technology, policies, and procedures contemplated by Government Code Section 12168.7.

Adoption of both resolutions formalizes the City's compliance with State law and strengthens the integrity, governance, and defensibility of the City's records management program.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

There is no direct fiscal impact associated with adoption of these resolutions. Laserfiche Cloud is already licensed and operational. The proposed actions formalize and document current practices. There will be some savings as paper records are digitized and offsite storage is no longer required.

ENVIRONMENTAL REVIEW

None

COMMUNICATION

Level 0: No Further Public Communication Needed

ATTACHMENTS:

1. [Resolution - Trusted System Designation](#)
- 1a. [Exhibit A - Laserfiche Cloud Security Datasheet](#)
2. [Resolution - City Records Management Procedures](#)
2. [Exhibit A - City Records Management Procedures](#)