



Agenda Item: 14.P
Date of Meeting: October 23, 2023
Department: City Clerk

STAFF REPORT

To: City Council
From: Robin Picken
Subject: **A Resolution Relating to Adopting a Records Retention Schedule and Authorizing Destruction of Certain City Records**
Prepared On: October 4, 2023
Attachments: No. 2023-__ Adopting a Records Retention Schedule Authorizing Destruction of Certain City Records 2023 10 23
EXHIBIT A of Resolution 2023-__ Adopting a Records Retention Schedule 2023 10 23

Background/History:

The City is upgrading its records management program, including its records retention policies. The adoption of this retention schedule will result in efficiency gains and cost savings.

Bishop selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. An upgrade 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.

Analysis/Discussion:

The upgrade of the current records management systems are driven by many factors, including:

- Limited space in City facilities
- Many departments are filing and storing copies of the same records
- Bishop produces and manages many permanent records
- Records storage expenses
- Technology advancements
- Changes in law

The purpose of the program is to apply efficient and economical methods to the creation, 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 were written interactively with representatives from all departments participating in the project.

They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of City records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Bishop will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

Highlights of City Council retention policies include agenda packets, recordings of City Council meetings, minutes, resolutions, and ordinances are all retained permanently.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney, which is provided in Section 2 of the resolution. This will reduce costs and improve efficiency for the City.

It is also standard business practice for California cities to authorize updates to the records retention schedule without further action of the City Council, which is provided in Section 3.

Economic Impacts:

There are no economic impacts.

Budget Impacts:

A Records Management Services agreement with Gladwell Governmental Services, Inc. (GGS) was executed by City Administrator Dishion for an amount of \$5,800.00 with the option of an additional \$650.00 for employee training and/or an additional \$650.00 per year (July 1 - June 30) subscription to keep retention schedules up to date (next fiscal year(s)).

The City of Bishop will also realize significant savings both in labor and storage expenses due to keeping our Records Retention Schedules updated.

Legal Review:

City Attorney Pucci has reviewed this item and finds that the recommended action complies with the law.

Recommended Action:

Council consideration to approve the proposed resolution (by title only).

Approved By: Ethan Aukee 10/9/2023

Approved By: Robin Picken 10/10/2023

Approved By: Dean Pucci 10/10/2023

Approved By: Nora Gamino 10/19/2023