



CITY OF WILDOMAR
CITY COUNCIL REGULAR MEETING
CONSENT CALENDAR
Agenda Staff Report # 1.10
Meeting Date: August 12, 2026

SUBJECT: Records Management Policy and Records Retention Schedule Update

SUBMITTED BY: Janet Morales Garcia

ACTION:
Adopt a Resolution entitled:

RESOLUTION NO. 2026 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, AMENDING AND RESTATING THE RECORDS MANAGEMENT POLICY AND RECORDS RETENTION SCHEDULE FOR THE CITY

SUMMARY:

The City is updating its retention schedule to ensure that all records are maintained and retained in accordance with federal, state, and local codes and statutes.

BACKGROUND:

The City's Records Management Policy and Records Retention Schedule was originally adopted on May 10, 2017, to establish regulations and guidelines for the efficient administration of the City's records management program. Since the original adoption, the City's organizational structure has changed, and updates to the Records Retention Schedule are necessary to reflect the City's current organizational breakdown and applicable recordkeeping requirements.

DISCUSSION:

The City Clerk's Department coordinated a citywide review of the Records Retention Schedule. Each department reviewed its applicable retention schedules and provided revisions reflecting the City's current organizational structure and operational needs. The City's records management consultant incorporated the revisions into the updated Records Retention Schedule to ensure consistency with applicable legal retention requirements and current records management practices.

The proposed revisions comply with Government Code Section 34090. A redlined version of the proposed changes is included as an attachment to this staff report. No changes are proposed to the Records Management Policy. The policy is included with the resolution so that the City's Records Management Policy and updated Records Retention Schedule remain consolidated in a single governing document.

Staff recommends that the City Council adopt the updated Records Retention Schedule by approving the attached resolution.

FISCAL IMPACT:

No fiscal impact.

ATTACHMENTS:

1. Resolution

Exhibit A - Records Management Policy

Exhibit B - Records Retention Schedule

2. Wildomar Records Retention Schedule - REDLINED