



City Council Staff Report

Subject: City of Rocklin Records Retention Policy and Schedule Update

Date: September 23, 2025

Submitted By: Avinta Singh, City Clerk

Department: City Clerk's Office

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Establishing a Records Retention Policy and Schedule for the Retention and Destruction of City Records.

Background:

State and federal statutes establish retention requirements for documents maintained by local agencies including the City of Rocklin. Compliance with these regulations, as well as management of the risks associated to records practices, requires the implementation of a citywide records management program.

Having an updated records retention schedule is crucial to a successful records management program and can help reduce current and future records storage costs, eliminate duplication of records, increase efficiency and take advantage of current technology and changes in law. The adoption of an updated Records Retention Policy and Schedule will better ensure proper protection and management of city records. Regular review and updating of the City's Record Retention Schedule is necessary to ensure the City is in compliance with changes in state and federal law.

Staff engaged consultant DRB Consulting Services, Inc. to assist with updating the citywide Records Retention Policy and Schedule. City departments identified records maintained within their respective departments to develop a uniform schedule for physical and electronic records based on their expertise and knowledge of their respective departments. This schedule identifies record series (types of records) and is the basis for updating the City's Records Retention Schedule that is now presented for the City Council's consideration. The schedule will apply to all types of City records, regardless of format, including paper, electronic, microforms, social media, electronic texts, portable media, and any future information formats adopted by the City.

The updated City of Rocklin's Records Retention Policy and Schedule, attached to the Resolution, is a written policy which governs the period records are retained by the City. It identifies the types of records that are currently in use or maintained in the departments and provides the legal authority for the disposition of city records and demonstrates compliance

with governmental regulations. Statutory retention requirements are used as the foundation for the proposed retention periods. This schedule will facilitate records management and specify the times and circumstances at which City departments may purge obsolete physical and electronic records efficiently and legally pursuant to Government Code Sections 34090 through 34090.6 and other state and federal laws.

In addition to the adoption of an updated Records Retention Policy and Schedule, at this time staff also recommends rescinding the two existing schedules. In 2016, the City Council adopted separate records retention schedules for the Police Department (Resolution No. 2016-85) and all other departments (Resolution No. 2016-259). There is no legal or operational reason for maintaining two schedules; therefore staff recommends repealing both of the existing schedules and adopting the proposed citywide records retention schedule, which consolidates all City departments into one schedule. For reference, the two existing schedules are included as Attachments 3 and 4.

The proposed Records Retention Policy and Schedule will apply to all departments and functions and denotes the retention requirements and timeframes for each record series based on state and federal law, as well as each department's administrative, operational, historical, and reference needs.

Fiscal Impact:

There is no fiscal impact associated with the adoption of the new retention schedule. Cost savings are expected in the long term due to reduced demands on staff time, a reduction in the amount of space needed for storage, and easier retrieval of records for the public.

ATTACHMENTS:

1. [Resolution - Records Retention Policy and Schedule](#)
2. [Resolution Exhibit A - Records Retention Policy and Schedule](#)
3. [Resolution No. 2016-85 Police Department Retention Schedule](#)
4. [Resolution No. 2016-259 Citywide Retention Schedule Excluding Police Department](#)