



Agenda Item No. _____

File Code No. 160.06

CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: February 14, 2012

TO: Mayor and Councilmembers

FROM: City Clerk's Office, Administrative Services Department

SUBJECT: Update To Records Management Policies And Procedures Manual

RECOMMENDATION:

That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Approving the City of Santa Barbara Records Management Policies and Procedures Manual, and Rescinding Resolution No. 09-098.

DISCUSSION:

The City's Records Management Policies and Procedures Manual was originally approved by Council in February 2003. This manual consists of a description of the City's Records Management Program; records retention and disposition schedules; and appendices listing legal authorities cited and legal research conducted during the preparation of retention and disposition schedules.

The Records Management Program includes a provision for each department's regular review of its records retention and disposition schedule. This review will disclose the need to make revisions to schedules, such as: 1) adding series for new records or forms; 2) changing the description of certain records series to better reflect the content of those series; 3) amending retention periods to correspond to department policy or federal requirements; and 4) deleting those records series for which the records are no longer retained. The exhibit to the resolution shows proposed revisions to 6 records retention and disposition schedules.

PREPARED BY: Cynthia M. Rodriguez, City Clerk Services Manager

SUBMITTED BY: Marcelo A. López, Administrative Services Director

APPROVED BY: City Administrator's Office