



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: January 27, 2015

TO: Mayor and Councilmembers

FROM: City Clerk's Office, Administrative Services Department

SUBJECT: Revision To Records Management Program To Add Retention Policy For Video Feed From Security Cameras

RECOMMENDATION:

That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Amending the City's Records Management Program to Add a Retention Policy for Video Feed From Security Cameras.

DISCUSSION:

The City's Records Management Program does not include a provision for the retention of video feed from the City's security cameras. In order to ensure that this type of record is retained for a minimum period of time consistent with public agency best practice, as reflected by state statute, Staff recommends adding this records series to the Records Management Program.

The Attorney's Office has recommended a minimum retention period for the routine monitoring by City cameras of public activity within the City's facilities and right-of-ways of one year. "Routine video monitoring" is defined as "video recording by a video or electronic imaging system designed to record the regular and ongoing operations" of the local government. If a *special* video monitoring is made, that video feed is to be retained for two years. Moreover, video recordings related to complaints against police personnel must be retained for at least five years pursuant to provisions of the Penal Code.

Normally, the Records Management Program is updated with changes to records retention schedules on a biennial basis, usually in February of even-numbered years. Staff is requesting that this particular change be approved now in order to ensure that all City departments are following the required retention period for video recordings and to allow the Police Department to move forward with destruction of older recordings produced by security cameras, and thereby avoid the expense for purchasing additional media storage space.

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