



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** February 9, 2016

**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. 14-006.

**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 five records retention and disposition schedules. It also includes needed revisions to the program's mission statement.

**PREPARED BY:** Susan Tschech, Deputy City Clerk

**SUBMITTED BY:** Kristine Schmidt, Administrative Services Director

**APPROVED BY:** City Administrator's Office