



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** February 11, 2014

**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. 12-008.

**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 discloses 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 seven records retention and disposition schedules.

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

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

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