



Agenda Item No. _____

File Code No. 160.06

CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 15, 2009

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. 07-066.

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. In addition, the City Clerk's Office undertook a project during Fiscal Years 2008 and 2009 to visit each department's offices to discuss the audit of prior approved records destruction requests against the department's retention schedule. These visits resulted in responses to make revisions to department retention schedules, including, but not limited to: 1) changing the description of certain records series to better reflect the content of those series; 2) amending retention periods to correspond to department policy or federal requirements; and 3) deleting those records series for which the records are no longer retained. The exhibit to the resolution shows proposed revisions to eleven 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