



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Ward and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Terri Aliabadi, Acting City Clerk

DATE: May 16, 2006

SUBJECT: Consideration of Resolution Adopting the Revised City Wide Records Retention Schedules

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 6031 revising the current City Wide Records Retention Schedules.

FISCAL IMPLICATION:

The adoption of these revised retention schedules will result in efficiency gains and cost savings both in labor and storage expenses through the destruction of antiquated records and the avoidance of future storage and/or construction costs.

BACKGROUND:

In 2006, Manhattan Beach selected Gladwell Governmental Services, Inc. to revise the records retention schedules for the City. An upgrade in the existing schedules were necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

DISCUSSION:

The upgrade of the current Records Retention Schedule is driven by many factors, including:

- Very limited space in City Hall, especially for records
- Many departments are filing and storing copies of the same records
- Manhattan Beach produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements
- Changes in the law

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all City records.

The new retention schedules were written interactively with all departments participating. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Manhattan Beach's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Manhattan Beach will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

The process has included individual meetings with staff from each department and several revisions of each retention schedule to ensure the records were presented in an easy-to-use, accurate and complete manner. The appropriate Department Head, the City Clerk, City Manager and the City Attorney have reviewed and approved all Retention Schedules.

Following the Council's adoption of the retention policy, the City will provide training and various implementation procedures to ensure employees are fully trained on the proper utilization of the schedules. In addition, an annual review and update of the schedules will be provided by Gladwell Governmental Services, Inc. to ensure compliance with new legislation and case law.

CONCLUSION:

Staff recommends that the City Council adopt Resolution No. 6031 approving the new City Wide Records Retention Schedules.

- Exhibits: A. Resolution No. 6031
 Records Retention Schedules (available in the City Clerks' Office)

RESOLUTION NO. 6031

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, ADOPTING A RECORDS RETENTION SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS AND RESCINDING RESOLUTION NO. 5496

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Manhattan Beach; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention period for various government records.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES HEREBY DECLARE, FIND, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Resolution No. 5496 is hereby rescinded.

SECTION 2. The records of the City of Manhattan Beach, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney without further action by the City Council of the City of Manhattan Beach.

SECTION 3. With the consent of the City Manager, City Attorney and City Clerk, updates are hereby authorized to be made to the Records Retention Schedules without further action by the City Council of the City of Manhattan Beach.

SECTION 4. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

SECTION 6. This resolution shall become effective immediately upon its passage and adoption.

SECTION 7. This resolution shall take effect May 17, 2006.

SECTION 8. The City Clerk shall certify to the passage and adoption of this resolution; shall cause the same to be entered among the original resolutions of said City; and shall make a minute of the passage and adoption thereof in the records of the meeting at which the same is passed and adopted.

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PASSED, APPROVED AND ADOPTED this 16th day of May, 2006.

Ayes:
Noes:
Absent:
Abstain:

Mayor, City of Manhattan Beach, California

ATTEST:

Acting City Clerk