

CITY OF SAN LEANDRO

MEMORANDUM

Date: November 1, 2011

To: City Council Rules and Communications Committee

From: Lianne Marshall, Interim City Manager

Via: Jacqui Diaz, Interim Assistant City Manager

By: Marian Handa, City Clerk

Subject: EXTENDING RETENTION PERIOD OF COUNCIL MEETING AUDIO RECORDINGS

Background

Prior to 2011, City Council meetings and work sessions were recorded on audio cassette tapes.

Beginning in 2011, all Council meetings and work sessions are recorded digitally, and posted to the City website.

Legal Requirement

State law requires audio recordings of public meetings to be kept for 30 days (CGC 59453.5(b))

City's current retention schedule requires Council meeting audio tapes to be kept for 5 years

Retention Issues

- Life expectancy of audio cassette tapes is 10-30 years
- Cost to convert from cassette to digital varies from about \$15-\$25 per tape
- City has audio cassette recordings from years 2001-2010 (400-500 tapes)

Staff Recommendation

If Council desires to extend the retention period of audio recordings, staff recommends

- Total retention period of no more than 10 years
- no conversion of audio cassettes to digital media
- Review/revise retention schedule when City implements video recording of Council meetings