



Legislation Text

File #: 15-146, **Version:** 1

RESOLUTION Approving Records Retention Schedules for City Records, and Approving the Destruction of Records in Accordance with the Retention Schedules, Subject to the Review and Consent of the City Attorney

WHEREAS, the City Council adopted Resolution No. 98-16 on February 2, 1998, approving a Records Retention Schedule, authorizing the City Clerk to maintain records, and designating specific departments as “office of record”; and

WHEREAS, due to changes in the law, as well as changing business needs and records management demands, City staff worked with a local government records management consultant to revise and update the Records Retention Schedules for City departments/divisions; and

WHEREAS, the records retention schedules for the following departments and divisions, have been reviewed and approved by the respective department and the City Attorney’s Office:

- City Attorney
- City Manager
- City Clerk
- Mayor & Council
- Information Services
- Finance
- Library
- Public Works
- Recreation & Human Services

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Leandro approves the Records Retention Schedules for the departments and divisions as listed above, copies of which are attached hereto and incorporated herein by reference, and grants approval for the destruction of records in accordance with the records retention schedules, subject to the review and consent of the City Attorney; and

BE IT FURTHER RESOLVED that the City Council of the City of San Leandro hereby authorizes the City Clerk and City Attorney to approve modifications to the Records Retention Schedules that are required due to changes in the law or applicable regulations, or to comply with best management practices, for all departments citywide, without further action by the City Council.