



CITY OF POMONA COUNCIL REPORT

April 3, 2017

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted By: Eva M. Buice, City Clerk

Subject: **Adopt a Resolution Approving Revisions to the City of Pomona Records Retention Schedule and Approving the Annual Destruction of Records Citywide**

OVERVIEW

Recommendation – That the City Council adopt the attached resolution approving revisions to the City of Pomona Records Retention Schedule and the annual destruction of records citywide.

Fiscal Impact – Fiscal impact will be minimal and will be for the destruction of records only. A total of \$1,000 has been allocated in the Fiscal Year 2016-2017 City Clerk Budget for destruction of records.

Public Noticing Requirements – None required.

Previous Related Action - On September 18, 2006, the City Council adopted Resolution No. 2006-114 approving the Records Retention Schedule, which established that the City Clerk would present a Resolution to the City Council for the destruction of Citywide documents each year. Subsequent to the initial adoption of the Records Retention Schedule, the City Council adopted Resolution No. 2008-68 on June 16, 2008, Resolution No. 2008-106 on September 22, 2008, Resolution No. 2009-168 on October 5, 2009, Resolution No. 2010-123 on October 4, 2010, Resolution No. 2011-121 on September 19, 2011, Resolution No. 2012-167 on October 15, 2012, Resolution No. 2013-90 on September 9, 2013, Resolution No. 2014-118 on October 20, 2014, and Resolution No. 2016-1 on January 11, 2016 approving minor revisions to the Schedule and/or authorizing the destruction of records.

DISCUSSION

By adopting the attached Resolution, the City Council will approve the proposed revisions to the Records Retention Schedule as outlined in Exhibit “A” and will authorize the destruction of records as defined in Exhibit “B.”

The Records Retention Schedule was developed to comply with Article IX of the Pomona City Code and to establish policies and procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation and disposal of City records, based on federal and state statutes governing public records. In addition, the schedule ensures that responsible records management is practiced within the City organization serving the best interest of the City and the community.

To ensure that the list of records and retention periods are current and comply with the latest legal requirements, the Records Management Committee shall review and update the Schedule every two years. This year, the proposed revisions include the addition of Section 8 Rental Assistance Waiting List Files to the Housing section and Library Card Applications to the Library section, and the transferal of Passport Transmittal Lists from the Library section to the City Clerk section as outlined in Exhibit "A" of the resolution.

Government Code Section 34090 provides that the head of a department of a legislative body may destroy records that are over two years old and are no longer required, with the approval of the City Council by resolution, and written consent of the City Attorney. Pomona City Code Section 2-1127(e) provides for the destruction of documents that have met the statutory retention requirements and have been determined to be of no legal value or administrative or historical interest, and are no longer required.

In compliance with the Records Retention Schedule, the City Clerk is submitting a "Records Destruction Schedule" for City Council authorization to destroy specific records, original and/or duplicates, that have been determined to not affect the title to real property or liens thereon, whose statutory retention periods have been satisfied, are not original ordinances, resolutions, or minutes of any City board, or commission, and are no longer required. Exhibit "B" to the resolution lists the names of all records to be destroyed.

Attachment 1: Resolution

Exhibit A - Proposed Revisions to the Records Retention Schedule

Exhibit B - Records Destruction Schedule

Attachment 2: Records Retention Schedule Legend (for reference only)