



## City of Colusa California

### STAFF REPORT

**DATE:** August 5, 2025  
**TO:** Mayor and Council Members  
**FROM:** City Clerk, Shelly Kittle

**AGENDA ITEM: Consideration** of a Resolution for the updated City-wide Records Retention Schedules

**Recommendation:** Council to adopt the Resolution adopting the Records Retention Schedule, authorizing the destruction of certain city records and rescinding Resolution 04-24.

#### **Report in Brief**

The City is upgrading its records management program, including its records retention policies. The adoption of this retention schedule will result in efficiency gains and cost savings.

#### **Background**

Colusa selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. An upgrade in the existing program was 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 management systems are driven by many factors, including:

- Very limited space in City facilities
- Many departments are filing and storing copies of the same records
- Colusa produces and manages many permanent records
- Technology advancements
- Changes in law

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

The retention periods are in compliance with all laws and are standard business practice for California cities.

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

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney which is provided in Section 2 of the resolution. This will reduce costs and improve efficiency for the City.

It is also standard business practice for California cities to authorize updates to the schedule without further action of the City Council, which is provided in Section 3.

**BUDGET IMPACT:** Colusa will realize significant savings in labor, including the avoidance of future storage and/or construction costs.

**STAFF RECOMMENDATION:** Council to adopt the Resolution and Records Retention Schedules.

**ATTACHMENTS:**

Resolution 25-\_\_\_\_

Resolution 04-24