



TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: SEPTEMBER 2, 2025

FROM: AARON WOLCOTT, CITY CLERK

SUBJECT: UPDATE CITY RETENTION SCHEDULE

RECOMMENDATION:

Adopt Resolution 25-26-* approving an update to the Public Records Retention Schedule and Rescinding Resolution 07-08-26 and Resolution 16-17-35.

BACKGROUND:

The City's Records Retention Schedule was last adopted in 2008 by Resolution 07-08-26 and amended to include retention of staff reports in 2017 by Resolution 16-17-35.

DISCUSSION:

To ensure that a responsible program for records management is practiced within the City, staff have updated the schedule to ensure that retention periods are consistent with current state law and the Record Retention Schedule is in a clear and usable format.

The purpose of records management is to ensure that information is available when it is needed. To do this efficiently and thoroughly, records must be identified, organized and maintained for the requisite number of years. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final destruction or archiving.

The current Record Retention Schedule is out of date and not easily managed in the current format. A revised and simplified version has been provided for adoption by City Council. Once approved, the new schedule will enable the City Clerk to enact better record management principles in the oversight of the City's public records.

BUDGET IMPACT:

There is no budget impact.

ATTACHMENT:

Resolution 25-26-** approving an update to the Public Records Retention Schedule