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**Agenda Item: 4-A, File ID19-1229**

**Date: 3/14/2019**

**Council Meeting Date: 3/14/19**

# **FRESNO CITY COUNCIL**



## **Supplemental Information Packet**

**Agenda Item – ID 19-1229, RESOLUTION – Creating Roles and Responsibilities  
for the Citywide Records Management Program**

**Content of Supplement: Revised Staff Report**

### **Supplemental Information:**

Any agenda related public documents received and distributed to a majority of the City Council after the Agenda Packet is printed are included in Supplemental Packets. Supplemental Packets are produced as needed. The Supplemental Packet is available for public inspection in the City Clerk's Office, 2600 Fresno Street, during normal business hours (main location pursuant to the Brown Act, G.C. 54957.5(2)). In addition, Supplemental Packets are available for public review at the City Council meeting in the City Council Chambers, 2600 Fresno Street. Supplemental Packets are also available on-line on the City Clerk's website.

### **Americans with Disabilities Act (ADA):**

The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, sign language interpreters, assistive listening devices, or translators should be made one week prior to the meeting. Please call City Clerk's Office at 621-7650. Please keep the doorways, aisles and wheelchair seating areas open and accessible. If you need assistance with seating because of a disability, please see Security.

## REPORT TO THE CITY COUNCIL

**DATE:** March 14, 2019

**FROM:** STEVE BRANDAU  
Council President

**BY:** YVONNE SPENCE, City Clerk  
City Clerk's Office

### SUBJECT

..Title

RESOLUTION – Creating Roles and Responsibilities for the Citywide Records Management Program

..Body

### RECOMMENDATION

It is recommended Council approve the Resolution to implement roles and responsibilities for the Citywide Records Management Program.

### EXECUTIVE SUMMARY

At this time there are no guidelines or training provided to staff in regards to managing the City's records. Approving this resolution and the attached Citywide Records Management Program will provide training and assistance needed to manage the City's records properly.

### BACKGROUND

Currently, Resolution 2008-243 adopts a citywide records retention schedule for the City of Fresno. This resolution was adopted in 2008 and few updates to it have been made. While this resolution provides information on the City's records retention schedule, it does not include ownership and responsibility for managing a Citywide Records Management Program. Ownership and responsibility is needed in order to provide structure and roles and responsibilities.

### ENVIRONMENTAL FINDINGS

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines section 15378, this item does not qualify as a "project" as defined by CEQA.

### LOCAL PREFERENCE

Local preference is not implemented because this item does not involve a construction or services contract.

## FISCAL IMPACT

Implementing the Citywide Records Management Program will not impact the City's budget for fiscal year 2018-19, however if approved, a request will be made during the budget process to approve ~~to approve~~ an additional position titled Deputy City Clerk ~~position and promote the current Senior Deputy City Clerk to a~~ Records Supervisor for fiscal year 2019-20.

Attachments: Resolution

Exhibit A – City of Fresno Records Management Program