



Legislation Details (With Text)

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Title: RESOLUTION - Creating Roles and Responsibilities for the Citywide Records Management Program
Sponsors: Steve Brandau, Office of the City Clerk
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Attachments: 1. Records Management Program.pdf, 2. Reso Citywide Records Management Program Initialed 3-8-19.pdf, 3. Supplement - Revised Staff Report.pdf

Date	Ver.	Action By	Action	Result
3/14/2019	1	City Council	continued	

REPORT TO THE CITY COUNCIL

DATE: March 14, 2019
FROM: STEVE BRANDAU
Council President
BY: YVONNE SPENCE, City Clerk
City Clerk's Office

SUBJECT

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

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 to approve an additional 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