



## Legislation Details (With Text)

**File #:** ID19-1616    **Version:** 1    **Name:**  
**Type:** Action Item    **Status:** Passed  
**File created:** 4/24/2019    **In control:** City Council  
**On agenda:** 5/2/2019    **Final action:** 5/2/2019  
**Title:** \*\*\*RESOLUTION - Creating Roles and Responsibilities for the Citywide Records Management Program (Subject to Mayor's veto)  
**Sponsors:** Office of the City Clerk  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Records Management Program Exhibit A.pdf, 2. CITY RECORDS PROGRAM RESOLUTION Revised .pdf

Date	Ver.	Action By	Action	Result
5/2/2019	1	City Council	adopted	

## REPORT TO THE CITY COUNCIL

**DATE:** May 2, 2019

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

### SUBJECT

\*\*\*RESOLUTION - Creating Roles and Responsibilities for the Citywide Records Management Program (Subject to Mayor's veto)

### 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

Resolution 2008-243 adopted 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 to define 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 an additional position titled Records Supervisor for fiscal year 2019-20.

Attachments: Resolution

Exhibit A - City of Fresno Records Management Program