



## Legislation Details (With Text)

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**Title:** \*\*\*RESOLUTION - Repealing Resolution No. 2017-339 and Clarifying Procedures for Retention and Production of Public Records Contained in Electronic Media (Subject to Mayor's veto)  
**Sponsors:** Information Services Department  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. RESOLUTION Public Records Retention\_FINAL\_initialed.pdf, 2. Late Submission - Revised Resolution.pdf

| Date      | Ver. | Action By    | Action  | Result |
|-----------|------|--------------|---------|--------|
| 6/20/2019 | 1    | City Council | adopted |        |

## REPORT TO THE CITY COUNCIL

**June 20, 2019**

**FROM:** BRYON HORN, Chief Information Officer  
Information Services Department

### SUBJECT

\*\*\*RESOLUTION - Repealing Resolution No. 2017-339 and Clarifying Procedures for Retention and Production of Public Records Contained in Electronic Media (Subject to Mayor's veto)

### RECOMMENDATION

Staff recommends approving the resolution.

### EXECUTIVE SUMMARY

Effective records management policies benefit the City of Fresno (City) by reducing the time and resources necessary to locate responsive documents, and benefit the public by providing a more focused response to California Public Records Act (CPRA) requests. This resolution replaces Resolution No. 2017-339 by adjusting email retention for all City emails in a user's inbox to have a retention schedule of three years by the year 2022 as well as adjusting instant messaging and web browsing retention from thirty days to six months. All other provisions remain in effect. This resolution further clarifies policies relating to the production and retention of public records stored electronically.

## **BACKGROUND**

On September 23, 2008, Council adopted Resolution No. 2008-243, formally amending and superseding Resolution No. 93-139 that adopted the Secretary of State Local Government Records Management Guidelines as the Citywide records retention policy.

On December 14, 2017, Council passed Resolution No. 2017-339, setting forth standards for retention and production of public records contained in electronic media. Council is asked to repeal Resolution No. 2017-339, in order to clarify policies relating to the production and retention of public records.

On March 14, 2019, this item was tabled by Council as they requested a Records Retention Workshop. On April 25, 2019, the aforementioned Council Workshop was held.

The resolution is intended to refine the procedures set forth therein and to supplement, not supersede, Resolution No. 2008-243. The resolution provides definitions of “Public Records,” “Non-Records,” “Retention of Public Records,” and provides information and retention periods in “Retention and Destruction of Electronic Media.”

## **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 was not implemented because this Resolution does not include a bid or award of a construction or services contract.

## **FISCAL IMPACT**

There is no fiscal impact to this item.

Attachment: Resolution