



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** October 18, 2016

**TO:** Carolyn Lehr, City Manager

**FROM:** Sheri Hartz, City Clerk  
Nanci Lima, Special Projects Manager

**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Adopting Revised City Of Emeryville Records Retention Schedules For The Planning, Building, Economic Development & Housing, Human Resources, Community Services, Finance And Information Technology Departments And Authorizing The Destruction Of Records Per The Attached Retention Schedules Pursuant To Government Code Section 34090; And Authorizing Destruction Of Duplicate Records Pursuant To Government Code Section 34090.7**

### RECOMMENDATIONS

Staff recommends that Council approve the resolution adopting Retention Schedules for Planning, Building, Economic Development & Housing, Human Resources, Community Services, Finance and Information Technology; and authorizing destruction of records pursuant to said retention schedules.

### BACKGROUND

In June 2011, the City Council adopted Resolution No 11-86 which approved an update to the citywide records retention schedule. In January 2016 the Interim City Clerk issued a stop destruction order; since the 2011 retention schedule was inadequate under current laws. On June 21, 2016 Council adopted Resolution No 16-75 which updated the Retention Scheduled for City Administration, City Management, Legal and Legislative and the Police Department. Our consultant has met with departments' staff to review and evaluate each records series and develop retention schedules for each department.

### DISCUSSION

Before Council tonight is the second installment in the retention schedule update project which includes schedules for Planning, Building, Economic Development & Housing, Human Resources, Community Services, Finance and Information Technology. These schedules have been reviewed and approved by the departments involved and the City Attorney.

California Government Code Section 34090 allows for the destruction of any City record, document, instrument, book or paper without making a copy thereof, after the same is no longer required and after a specified time period, with the approval of the legislative body by resolution and the written consent of the City Attorney. The proposed resolution authorizes destruction of records as provided in the retention schedules and pursuant to Government Code 34090.

The proposed resolution authorizes destruction of duplicates of City records in the Planning, Building, Economic Development & Housing, Human Resources, Community Services, Finance and Information Technology Departments less than two years old if no longer required pursuant to Government Code Section 34090.7

The final schedule, for Public Works, is in the departmental review process and staff anticipates bringing it forward to Council for approval in November.

### **FISCAL IMPACT**

There is no fiscal impact.

**PREPARED BY:** Sheri Hartz, City Clerk  
Nanci Lima, Special Projects Manager

### **APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:**



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Carolyn Lehr, City Manager

#### Attachments:

1. Resolution
2. Records Retention Schedules
  - a. Final Planning Retention Schedule
  - b. Final Building Retention Schedule
  - c. Final Economic Development & Housing Retention Schedule
  - d. Final Human Resources Retention Schedule
  - e. Final Community Services Retention Schedule
  - f. Final Finance Retention Schedule
  - g. Final Information Technology Retention Schedule