



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** November 1, 2016

**TO:** Carolyn Lehr, City Manager

**FROM:** Sheri Hartz, City Clerk  
Lorrayne Leong, Deputy City Clerk

**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Adopting The Revised City Of Emeryville Records Retention Schedules For Public Works, And Authorizing The Destruction Of Records Per The Attached Retention Schedules**

### RECOMMENDATION

Staff recommends that Council approve the resolution adopting Retention Schedules for Public Works, 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 Schedules for City Administration, City Management, Legal and Legislative and the Police Department. On October 18, 2016, the City Council adopted Resolution No. 16-138 which updated the Retention Schedules for Planning, Building, Economic Development & Housing, Human Resources, Community Services, Finance and Information Technology departments.

Our consultant has met with departments' staff to review and evaluate each records series and develop retention schedules for each department. Before Council tonight is the third and final installment in the retention schedule update project which includes schedules for Public Works – Administration, Operations, Engineering and Environmental divisions. These schedules have been reviewed and approved by the departments involved and the City Attorney.

## **FISCAL IMPACT**

There is no fiscal impact.

**PREPARED BY:** Sheri Hartz, City Clerk  
Lorrayne Leong, Deputy City Clerk

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



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Carolyn Lehr, City Manager

## **ATTACHMENTS**

1. Resolution
2. Public Works Retention Schedules
  - a. Final Administration Retention Schedule
  - b. Final Operations Retention Schedule
  - c. Final Engineering Retention Schedule
  - d. Final Environmental Retention Schedule