

# INDIAN WELLS CITY COUNCIL

## April 4, 2024



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**To:** City Council  
**From:** City Manager Department  
**Prepared by:** Angelica Avila, City Clerk  
**Subject:** **Resolution Revising the Annual Citywide Records Retention and Destruction Schedule**

### RECOMMENDED ACTIONS:

Council **ADOPTS** Resolution Revising the Annual Citywide Records Retention and Destruction Schedule.

### BACKGROUND:

Records management provides efficient, effective, and economical storage and retrieval of information. The guiding principles include ensuring that information is available when and where it is needed; that the information is organized for efficient retrieval and kept in a well-maintained environment. Efficient records management ensures that records are kept only as long as they have some administrative, fiscal or legal value. Municipal records retention is regulated by the Municipal Code, the California Government Code, the California Department of Justice, and in some cases, federal regulations.

The Secretary of State has established the local government records program which provides guidelines for local government retention and archival support to local agencies. These regulations require the City to have a retention schedule for all pertinent public records. Government Code Section 34090 provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed, as long as the destruction of said records will not interfere with the services and functions of the City.

### DISCUSSION:

The City contracts with Gladwell Governmental Services, Inc. (Gladwell,) to assist the City with the records retention schedule updates, as in past practice. Gladwell specializes in California local government records and has reviewed and approved the proposed updates. In March 2024, the City Clerk and City Attorney's office evaluated the records retention schedule and determined all relevant records are included in the current records retention schedule.

Staff recommends the Council adopt the Resolution approving the revised schedules which are attached as Exhibit "A" to the Resolution. The schedules show strikethroughs of items that were deleted and retention periods that were changes. The revised language is shown as underlined. It is Staff's intent to review the City's Records Retention Schedule on an annual basis to ensure the retention periods continue to meet State and Federal Guidelines.

## **ATTACHMENTS:**

1. Resolution