

INDIAN WELLS CITY COUNCIL

March 6, 2025



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; and

FINDS the project to be exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15060.

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 February 2025, 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 changed. 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.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):

The action is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines, because it has no potential for resulting in physical change in the environment, directly or indirectly; and that the action is nonetheless exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. (14 CCR 15061(b)(3).)

ATTACHMENTS:

1. Resolution
2. Record Retention Schedule FY 2024-25