



AGENDA REPORT  
SAN CLEMENTE CITY COUNCIL MEETING  
Meeting Date: August 15, 2017

Agenda Item   6F    
Approvals:  
City Manager   gm    
Dept. Head \_\_\_\_\_  
Attorney \_\_\_\_\_  
Finance \_\_\_\_\_

**Department:** City Clerk  
**Prepared By:** Joanne Baade, City Clerk/Legislative Analyst *JJB*  
**Subject:** *RECORDS RETENTION SCHEDULE UPDATE*

**Fiscal Impact:** None.

**Summary:** Staff retained Diane Gladwell, a State expert in records management, to review the City's Records Retention Schedule (that was last updated in November 2014) to ensure that it complies with at least the minimum retention periods as required by State law. Mrs. Gladwell has completed her review and has proposed revisions as identified on the attached Records Retention Schedule in strike-out format. At this time, Staff recommends that Council approve the modified Records Retention Schedule.

**Recommended Action:** STAFF RECOMMENDS THAT the City Council approve the modified Records Retention Schedule as presented.

**Attachment:** Proposed Records Retention Schedule (with revisions noted) is available for inspection in the City Clerk's Office.