

Mammoth Lakes Town Council

Agenda Action Sheet

Title: Approve the resolution adopting a Records Retention Schedule and authorizing destruction of certain Town records.

Council Meeting Date: 7/3/24

Prepared by: Jamie Gray, Town Clerk

Recommended Motion: Approve the resolution adopting a Records Retention Schedule and authorizing destruction of certain Town records.

Summary:

The Town is upgrading its records management program, including its records retention policies. The adoption of this retention schedule will result in efficiency gains and cost savings.

The Town Clerk selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. An upgrade in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency, and take advantage of current technology and changes in law.

The upgrade of the current records management systems is driven by many factors, including:

- Very limited space in Town facilities.
- Many departments are filing and storing copies of the same records.
- The Town produces and manages many permanent records.
- Escalating records storage expenses.
- Technology advancements.
- Changes in law.

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of all records managed by the Town. The retention periods are in compliance with all laws and are standard business practice for California cities.

The new retention schedules were written interactively with representatives from all departments participating in the project. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Town records.

The attached Resolution authorizes the routine destruction of records that have exceeded their adopted retention period, which is provided in Section 2 of the resolution. This will reduce costs and improve efficiency for the Town. It is standard business practice for California cities to authorize updates to the schedule without further action of the Town Council, which is provided in Section 3.