

City of Richmond

Administrative Manual

SUBJECT: Records Retention Program

SECTION: General Administration

POLICY NUMBER: AP 111

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To establish a Record Retention Program to apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of all City records used in the internal operations of the City's business. Nothing herein is intended to waive the exemption of those particular records excluded from the California Public Records Act as set forth in Section 6254 of the Government Code.

II. Scope

The Records Retention Program covers all City records, except library and museum materials used solely for reference or exhibition purposes, and stocks of publications and processed documents.

III. Authorities

- A. Government Code Section 34090. City records may be destroyed with approval of the legislative body by resolution and written consent of the City Attorney, except those records affecting title to real property or liens thereon; court records; records required to be kept by statute; records less than two years old; the minutes, ordinances or resolutions of the legislative body or a city board or commission.
- B. Government Code Section 34090.5. City records may be destroyed without the approval of the legislative body or written consent of the City Attorney if they have been microfilmed in archival quality and are kept in a safe and secure place, if a device is used to reproduce such record as accurately and legibly as the original, and is as accessible to the public as the original.
- C. Government Code Section 34090.7. The legislative body may prescribe a procedure under which duplicate records may be destroyed.
- D. Government Code Section 53921. With approval of the legislative body, the City

City of Richmond

Administrative Manual

SUBJECT: Records Retention Program

SECTION: General Administration

POLICY NUMBER: AP 111

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

Treasurer may destroy or cremate bonds and coupons that have been paid or canceled.

- E. Election Code Section 7100. Nomination papers may be destroyed four years after expiration of the term of office for which filed, unless they have been introduced in evidence in a court action.
- F. Health and Safety Code Section 19850. Plans for every building having a building permit issued shall be kept during the life of such building, except single or multiple dwellings not more than two stories in height and their garages or other appurtenance structures and one story buildings (except those of steel frame or concrete) where the span between walls does not exceed 25 feet.
- G. Government Code Section 6200. Every officer having custody of any record, map, book, or paper filed in a public office who is guilty of wilfully destroying or removing the whole or any part of such item is punishable by imprisonment not less than one or more than fourteen years.

IV. Definitions

- A. Official records are those derived from actions of the City Council and are the custody of the City Clerk (Government Code Section 40808).
- B. Public records include any writing containing information relating to the conduct of the public's business prepared, used, or retained by the City regardless of physical form or characteristic. (This term applies to the "right to inspect" rather than to "retention".) (Government Code Section 6252d)
- C. Record copy is an original or a copy that substitutes for the original.
- D. Non record copy is an original or a copy. These records may include rough drafts,

notes, working papers, punch cards, printouts, indexes, letters of transmittal, referral,

City of Richmond

Administrative Manual

SUBJECT: Records Retention Program

SECTION: General Administration

POLICY NUMBER: AP 111

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

acknowledgment, appointment, courtesy; inquiries and complaints and their replies; department copies of budgets, purchase orders; receipts, budget transfers, personnel actions, accident reports, bids, invoices, schedules, progress reports, subscriptions, travel and lodging arrangements, resolutions, ordinances, minutes, agreements; correspondence when action completed; obsolete codes publications; unsuccessful applications; unused tickets; meeting notices, except those of special meetings of the City Council; professional and personal material.

- E. Archival (vital) records are those with historical or research value.
- F. Active records are those with a retention period of less than two years.
- G. Inactive records are those with a retention period of more than two years.

V. Responsibility

- A. The Records Retention Program shall be administered by the City Clerk.
- B. Each Department Director shall appoint a Records Representative to work with the City Clerk in the implementation of the Records Retention Program.
- C. Each Department Director and Records Representative shall establish a Records Retention Schedule. The Department Records Retention Schedule shall place every identifiable record produced or maintained by that department within one of the Records Retention groups set forth in Exhibit AP 111-1.
- D. The appropriate Department Director and the City Attorney shall review the records appraisals prepared by the City Clerk and Records Representative and shall approve the records retention schedules, except as described in Section F.
- E. The City Attorney and appropriate Department Director shall recommend the destruction of those records to be authorized by the City Council.

City of Richmond

Administrative Manual

SUBJECT: Records Retention Program

SECTION: General Administration

POLICY NUMBER: AP 111

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

- F. The City Clerk shall administer the appraisal of Council and Municipal Election records, and the City Attorney shall review destruction schedules for those records to be authorized by the City Council.

VI. Records Retention Program

- A. Active records (less than two years old) shall remain in the department files unless the volume of a given record, such as warrants and building plans, is beyond reasonable allocations of office space. Exceptions must be within the limitations of inactive storage space. Each department shall destroy Non record documents in accordance with this Policy.
- B. Inactive records shall be transferred to the Department's Storage Center, where they will be protected from unauthorized removal, perusal or destruction. Records Representatives and Department Directors shall notify the City Clerk of the location of the department's storage center. Storage, destruction and retrieval services will be maintained by the department.
- C. On-the-job training will be an ongoing feature of the Records Retention Program.
- D. Audits will be made periodically to assure compliance with the retention schedules and to evaluate the program.

VII. Policy

- A. Duplicate and other non record documents shall be destroyed by the Department Director and not sent to inactive storage.
- B. The Records Retention Guide (Exhibit AP 111-1) shall be used for appraising and establishing department retention schedules, and for scheduling storage and destruction

City of Richmond

Administrative Manual

SUBJECT: Records Retention Program

SECTION: General Administration

POLICY NUMBER: AP 111

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

of records.

- C. Each Department Records Representative will prepare a Department Records Retention Schedule. The Department Records Retention Schedule shall include every identifiable record produced or maintained by that department within one of the Records Retention groups set forth in Exhibit AP 111-1.
- D. Each Department Records Representative shall obtain prior written approval from the Department Director, the City Attorney, and the City Clerk upon destruction of record copies in accordance with the Records Retention Guide and Schedule. No record copies shall be destroyed except as provided by the Records Retention Schedule. The City Clerk shall be notified immediately confirming all record copies destroyed.
- E. The destruction of any Record shall be by burning, shredding or other effective method of destruction and shall be witnessed by the City Clerk or a designated representative.