

Records Management

Scope: CITYWIDE

Policy Contact

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Regulatory References

City of Sacramento City Charter §71 City Clerk

California Government Code §34090 (How Long Records are Held-Records Retention)

California Government Code §6250 (California Public Records Act)

Policy Statement

The City Council shall appoint a city clerk who shall have custody of and shall be responsible for the official seal and records of the city. The City of Sacramento (City) is committed to effective records management including but not limited to:

- 1) Meeting legal requirements for record retention,
- 2) Managing record holds,
- 3) Protecting privacy,
- 4) Optimizing the use of space,
- 5) Minimizing the cost of record retention,
- 6) Providing open access to public records,
- 7) Releasing open data sets, and
- 8) Disposing of outdated records properly.

I. APPLICABILITY

Records policies apply to all records, whether they are maintained in hard (paper) copy, electronically, or in some other fashion. Each department shall develop, implement, maintain, and adhere to a records management plan appropriate for the particular records it maintains, in cooperation with the Office of the City Clerk.

The City is subject to a range of statutes and rules regarding record retention and disclosure.

2. RESPONSIBILITY

The City Clerk is responsible for the development and implementation of a records management program (RMP) consisting of procedures for the management of records from their creation to their disposition.

The City Clerk is also responsible for the development of the City's retention schedules and for setting best practices for the management of records in accordance with the requirements outlined in applicable law and statutes. The City's RMP requires that the City manage records, in an efficient and economical manner to ensure records are readily available for inspection and duplication as required by the California Public Record Act. This policy and the City's Retention Schedule is reviewed annually and updated as needed.

3. ENFORCEMENT

Failure to follow the Records Management Program may result in excessive costs, litigation, loss of productivity, etc.

4. RETENTION AND MAINTENANCE OF RECORDS

The City requires the maintenance of City records in a consistent and logical manner so that the City:

- Meets legal standards for public examination, protection, storage and retrieval;
- Protects the privacy of citizens, and staff;
- Optimizes the use of space;
- Minimizes the cost of record retention; and
- Disposes of outdated records in accordance with the City's Retention Schedule and applicable statutes.

Departments that maintain City records are responsible for establishing appropriate records management procedures and practices. Each department's administrative manager or a designee must:

- Be familiar with the City's Records Management Policy;
- Develop the department's and/or office's record management procedures and practices, consistent with this policy;
- Educate staff within the department about sound record management practices;
- Coordinate the disposition of records as provided in the City's Retention Schedule;
- Restrict access to confidential records and information appropriately; and
- Ensure staff acknowledges and signs the *Access to Citywide Records Confidentiality Agreement*.

5. STORAGE OF RECORDS

The City of Sacramento is committed to effective records management and appropriate utilization of city resources. Proper storage of records in all stages of a record's lifecycle, regardless of format, aids in the allocation of space and reduces liability and cost to the organization. City records should only be stored on approved devices and in appropriate storage locations. For additional requirements see Document Storage Requirements.

5.1 Electronically

State laws generally preclude the destruction of a public record less than two years old unless the record has been reproduced in some manner, properly stored, and is available for public disclosure to the same extent as the original. Accordingly, the Citywide Content Management System (CCM) shall be the official repository used to retain and store electronic copies of City records. Use of any other system or device to store electronic copies in lieu of an original, must be approved by the City Clerk prior to destruction of the original record. No page of any record shall be destroyed if the page cannot be reproduced electronically with full legibility. Every irreproducible page shall be permanently preserved in a manner that shall afford easy reference for the retention period set forth in the retention schedule. Every reproduction made pursuant to this section shall be deemed to be an original record.

5.2 Offsite

The City will make every effort to avoid storing records in offsite storage facilities. Whenever possible, records will be held in the department responsible for the document (Office of Record) in their original form or in the (CCM).

5.3 Duplicate Records

When a duplicate of an official record exists, it may be destroyed at the discretion of the department director when the original record is on file electronically in CCM or in original format in the Office of Record, without further authorization from the City Clerk or City Attorney.

5.4 Records Disposition

Record disposition applies to all records, regardless of the physical form or location of the record. At the conclusion of a record's retention period, the record shall be disposed of in accordance with this Policy. Unless the document is retained permanently, records shall be destroyed, destroyed securely or transferred to the Center for Sacramento History.

6. RECORDS HOLD

When a City department receives notice of an existing or anticipated lawsuit, that notice shall be immediately communicated to the City Attorney's Office. Upon notice of existing or anticipated litigation or upon request from a Department Director or Charter Officer for investigative or review purpose, the Office of the City Attorney shall initiate a record hold to suspend operation of the applicable record retention schedule. Each department within the City shall have a designated person responsible for conveying this notice and implementing a record hold.

7. RECORDS DESTRUCTION

The records classification and retention periods outlined in the City's Record Retention Schedule constitute legal authority for retention and disposal of official records. No records shall be destroyed until they meet the minimum retention period listed on the currently approved record retention schedule, and destruction is approved by the City Clerk and City Attorney. If the Retention Schedule does not include a particular record series, contact the City Clerk for assistance. Records that are securely destroyed shall either be done under the supervision of a City employee or by an approved agency. The City's records destruction procedures shall be followed.

8. EMAILS

No City employee shall use his or her personal e-mail account(s) to send emails relating to or containing city business. All employees shall have access to city email on their personal devices or accounts. This can

be accomplished by utilizing the Office 365 mobile app or by connecting to the City email server via the native email client on the employee's mobile device.

If an employee inadvertently transmits an email or receives an email that relates to or contains city business outside of the city email server, that employee shall immediately transmit an unaltered copy of the message(s) to his or her city email account as soon as possible.

If a board member or commissioner sends or receives an email message relating to or containing city business, the member shall forward the received message to the city email address for the appropriate board/commission contact. For any responding or outgoing communications, the board/commission member shall include the board/commission contact in the communication by way of copying (using the "cc" feature of email) the contact at their city email address.

All emails shall comply with the City of Sacramento Graphic Standards Policy. Backgrounds should not be used.

All email shall comply with the Information Technology Resource Policy. Email must not be used for or contain any material that may reasonably be considered offensive, disruptive, harassing, discriminatory, defamatory or threatening towards the City, any user, or any third party. Furthermore, users are prohibited from engaging in any internal or external communications that refer to violence, racism, sexism, drugs, illegal conduct, pornography, gambling, betting, or other subjects that would be offensive to a reasonable adult in the work environment. Nothing in this section shall be construed to preclude any use that is objectively reasonably necessary for the performance of an employee's job responsibilities.

9. Text Messages

Employees and appointed board members and commissioners are responsible for retaining all text messages relating to or containing city business, in their native form, for the duration set forth by the City's Retention Schedule. This means that the message may not be altered in any way, and must include all attachments, links, and original metadata.

When a public record request is received by the City, employees and appointed board and commission members who have potentially responsive documents will be contacted by the City Clerk's Office. The

employee, board member, or commissioner is responsible for determining if he or she has public records that are potentially responsive to the request. If the employee, board member, or commissioner does not have any potentially responsive records, the employee shall acknowledge in writing to the City Clerk, that they do not have any responsive messages.

If the employee, board member, or commissioner has public records that are potentially responsive to the request the employee shall either provide the device to the Clerk's Office where all messages will be downloaded and prepared for review or personally utilize the downloading programs provided by Clerk's Office to produce messages responsive to the request.

All text messages relating to or containing city business shall comply with the Information Technology Resource Policy. Text messages must not be used for or contain any material that may reasonably be considered offensive, disruptive, harassing, discriminatory, defamatory or threatening towards the City, any user, or any third party. Furthermore, users are prohibited from engaging in any internal or external communications that refer to violence, racism, sexism, drugs, illegal conduct, pornography, gambling, betting, or other subjects that would be offensive to a reasonable adult in the work environment. Nothing in this section shall be construed to preclude any use that is objectively reasonably necessary for the performance of an employee's job responsibilities.

DEFINITIONS

California Public Records Act (CPRA)

The California Public Records Act (California Government Code Section 6250 et seq) provides for public access to governmental records, upon request, unless there is a legal basis not to disclose the records.

Citywide Content Management System (CCM)

The digital repository for City records.

Center for Sacramento History

The Center is the official repository for the archival, or non-current records of the City and County of Sacramento. The preservation of these public documents is often required by state and federal law. The Center also maintains privately donated manuscripts and personal papers from individuals, businesses, and organizations in the community.

Custodian

A person responsible for something valuable: somebody responsible for holding or looking after valuable property on behalf of an organization or another person.

Cloud Computing

The practice of storing regularly used computer data on multiple servers that can be accessed through the Internet is an example of cloud computing.



Destroy

Destroy means the paper copy may be disposed of by recycling or placing in a trash bin. Electronic copies may be deleted and then written over at a later date.

Destroy Securely

To protect their security and confidentiality, some records may be shredded, erased or otherwise modified to make the records unreadable or by otherwise modifying the protected information to make it unreadable or undecipherable through any means.

Discovery

Part of the pre-trial litigation process during which each party requests relevant information and documents from the other side in an attempt to "discover" pertinent facts. Generally, discovery devices include depositions, interrogatories, requests for admissions, document production requests and requests for inspection.

Freedom of Information Act (FOIA)

The Freedom of Information Act (FOIA), 5 U.S.C. § 552, is a federal freedom of information law that allows for the full or partial disclosure of previously unreleased information and documents controlled by the United States government. The Act defines agency records subject to disclosure, outlines mandatory disclosure procedures and grants nine exemptions to the statute.

City records disclosures are managed under the California Public Records Act (CPRA) which mandates the rules regarding the disclosure of California public records.

Metadata

Metadata is data about data. It is data that serves to provide context or additional information about other data. For example, information about the title, subject, author, typeface, enhancements, and size of the data file of a document constitute metadata about that document. It may also describe the conditions under which the data stored in a database was acquired, its accuracy, date, time, method of compilation and processing, etc.

Newsletter/Subscription

A newsletter is a regularly distributed publication either printed or digitally received that is generally about one main topic of interest to its subscribers.

Offsite Storage

Physically remote facility or site equipped to provide protected storage for magnetic/optical media, microfilm, and paper records.

Open Data

Open data is data that is made available by organizations, businesses and individuals for anyone to access, use

and share.

Record

A “record” is any writing made by an employee or official which is necessary or convenient to the discharge of the employee’s or official’s duty and which is created for the purpose of preserving the information for future reference.

Record Hold

A record hold to suspend operation of the applicable record retention schedule is initiated when the City receives notice of existing or anticipated litigation in the form of a lawsuit, governmental claim, administrative claim, preservation of evidence letter, demand letter or other correspondence or source. The notice may be received by various City departments including, but not limited to, the Clerk’s Office (for governmental claims); Human Resources (administrative claims); or the City Attorney’s Office (lawsuits filed against or by the City, preservation or demand letters or other correspondence).

Record Lifecycle

The active period, inactive period, and final disposition period are three commonly used lifecycle terms. The active period will vary according to the record, but is generally characterized as a record that is used or referred to frequently during the course of business and should be readily accessible. The inactive period is when the record’s regular use declines or ends; however, the record is still required to be held. The final disposition is generally the end of the record’s life and a final decision is made about the record. This can include the scanning of a record for electronic storage, destruction of the record, or transfer to The Center for Sacramento History.

Redaction

The process of removing the sensitive or protected information in a document is called redaction.

Responsible

- Answerable to somebody; -accountable to somebody for an action or for the successful carrying out of a duty.
- Being to blame for something; being the cause of something, usually something wrong or disapproved.
- Important; conferring the authority to make decisions independently and requiring conscientiousness and trustworthiness.

Retention Schedule

A set of guidelines that an organization follows to determine how long it should keep certain records, including e-mail and web pages. The policy is important for many reasons, including legal requirements that apply to some documents.

SPAM

Spam is e-mail that is not wanted, consists of mostly advertising and is often sent to large numbers of people.

Subpoena

A subpoena is a writ issued by a government agency, most often a court, to compel testimony by a witness or production of evidence under a penalty for failure.

Transitory Communication

Communications that are temporary or of a brief duration that do not contain decisions or actions pertaining to official City business.

Writing

"Writing" means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

INITIAL TRANSFER OF RECORDS TO OFFSITE RECORD STORAGE FACILITY

When Department Record Coordinators identify records for transfer to an offsite record facility they advise the Office of the City Clerk, following the steps below. The Clerk’s Office reviews the request and responds to the Department Records Coordinator and Department Director with a cost estimate to store the record in an offsite facility for the remainder of the records life according to the retention schedule and a cost estimate to convert the record to digital format for storage in CCM.

| Step | Responsibility | Action |
|------|---|--|
| 1. | Department Staff and/or Department Record Coordinator | Identifies records that are not in CCM and cannot be stored onsite. |
| 2. | Department Record Coordinator | Completes Authorization to Transfer Records form to Offsite Storage Facility, and forward to clerk electronically. |
| 3. | City Clerk | <p>The City Clerk reviews the request and determines the records lifecycle/remaining required retention.</p> <ul style="list-style-type: none"> • If the record has not exceeded its lifecycle the Clerk prepares an estimate of the cost to store offsite and store electronically, and forwards back to the Department’s Record Coordinator. • If the record’s lifecycle has expired the Clerk shall deny the request for transfer and instead will instruct the department to destroy the record. |
| 4. | Department Director | The Department Director shall review both cost estimates and advise the City Clerk how to proceed with record storage (offsite or electronic). |
| 5. | City Clerk | <ul style="list-style-type: none"> • If the Director advises that the records be transferred to a digital format, the Clerk will arrange for the records to be transferred to the Office of the Clerk and oversee the preparation, scanning, and quality control review of electronic records and transfer into CCM. <ul style="list-style-type: none"> ♦ The Clerk shall also then dispose of the original paper records as appropriate. ♦ If appropriate and resources are available the Clerk will prepare and make the records available in the Online Records Library. • If the Director advises that the records be transferred to an offsite storage facility, the Clerk will: <ul style="list-style-type: none"> ♦ Coordinate with the Department’s Record Coordinator to prepare and stage the record for pick up by the City’s Offsite Record Storage |

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| | | <p>Vendor</p> <ul style="list-style-type: none"> Update the Offsite Records Storage Log indicating the date the records are eligible for disposition. |
| 6. | City Clerk | City Clerk will update the location of these records on the Record Retention Schedule. |

REQUEST FOR RECORD RETRIEVAL FROM OFFSITE STORAGE

Department staff who need to remove a record from an offsite storage facility shall make the request electronically to the City Clerk. Whenever possible the Clerk will provide the record to the requesting staff electronically. If the record is too large, fragile, or the original is required the Clerk will coordinate the delivery of the original copy to the department.

| Step | Responsibility | Action |
|------|---|--|
| 1. | Department Staff and/or Department Record Coordinator | Identifies a record that is needed for the course of business that is housed in offsite storage. |
| 2. | Department Record Coordinator | Coordinator sends an email request to records@cityofsacramento.org that includes the following information: <ul style="list-style-type: none"> Name of Record Date (or date range) of Record. Any case, file, job, or project number and the number of the offsite storage box (if known) Any other information that will identify the record. |
| 3. | City Clerk | Will review request and contact the offsite storage and coordinate the delivery of the record. The Clerk will request records every Monday and Wednesday for delivery to departments before close of business on Tuesdays and Thursdays. |
| 4. | Department Record Coordinator | If the request is a rush or emergent the request must be authorized by the Department Director due to the significantly increased costs of these types of deliveries. |
| 5. | City Clerk | Updates and manages the Offsite Records Log |
| 6. | City Clerk | When the record is received: the Clerk will transfer the record to digital format and forward to the requestor whenever possible, or If the record cannot be converted to electronic format the City Clerk shall coordinate delivery of the original to the department. |

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| 7. | Department Record Coordinator | If a paper record is delivered, the Coordinator will receive the record and if necessary forward or deliver to the requesting staff. |
| 8. | City Clerk | The Clerk will review the Offsite Storage Log monthly, and if hard copy records are at the department for more than 15 days contact the Department Coordinator and request record return. |
| 9. | Department Coordinator | Will receive and handle Clerk requests for record return. |
| 10. | City Clerk | Clerk will evaluate each requested record and determine if record is eligible for disposition and/or entry into CCM. |

DISPOSITION OF OFFSITE RECORDS

The City Clerk maintains a log of the City’s Offsite Records that includes:

- ◆ Record name;
- ◆ Series number;
- ◆ Name of offsite vendor;
- ◆ Date/date range of records;
- ◆ Any other record identification (such as case, job, or project number), and
- ◆ Date record is eligible for disposition.

Additionally, the City Clerk monitors and tracks the removal and return of any record stored at an Offsite facility. The Clerk reviews the log annually to determine if any records are eligible for disposition. When a record is eligible for destruction the following steps are followed.

| Step | Responsibility | Action |
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| 1. | City Clerk | Annually reviews the Offsite Record Storage Log, and identify records that are eligible for destruction. |
| 2. | City Clerk | Prepares the appropriate disposition forms for eligible records and forward to the department record coordinator. |
| 3. | Department Record Coordinator and Department Director | Reviews the request and forwards to the department director for approval. Once department director approval is secured the coordinator returns the signed disposition forms to the Clerk. |
| 4. | City Clerk | Completes the disposition process as outlined in Policy. |

The proper dispositioning of records protects vital and historic records and ensures compliance with regulatory retention requirements. Proper record retention also improves the City’s efficiency and management of record maintenance, retrieval, and storage.

AUTHORIZATION TO DISPOSE OF RECORDS AFTER IMAGING

CCM Storage Medium

The City recognizes the CCM as the official electronic repository of the City. This system complies with requirements regarding electronic record storage as set forth in section 34090.5 of the California State Government Code. Records that are stored or transferred to CCM are eligible for destruction 30 days after entry into CCM with no further approval required provided the following criteria is met.

| Step | Responsibility | Action |
|------|---|--|
| 1. | Department Staff and/or Department Record Coordinator | Identifies records that are imaged and stored in a medium other than CCM and also stored in CCM. |
| 2. | Department Record Coordinator | Confirms that quality control process is completed on designated records and that 30 days has elapsed from entry into CCM. |
| 3. | Department Record Coordinator | Destroys records as outlined in the City's record retention Schedule |

Storage Medium Other than CCM

Obtain authorization prior to the destruction of an imaged record, when the image is being stored in any repository, hard drive, network server, or other storage medium other than CCM.

| Step | Responsibility | Action |
|------|---|--|
| 1. | Department Staff and/or Department Record Coordinator | Identifies records that are imaged and stored in an electronic medium other than CCM. |
| 2. | Department Record Coordinator | Prepares records for destruction by inventorying records on either <i>Employee Records Worksheet</i> or <i>Non-Employee Records Worksheet</i> . (whichever is appropriate) |
| 3. | Department Record Coordinator | <ul style="list-style-type: none"> • Prepares <i>Disposition after Imaging Authorization form</i> • Attaches the populated record inventory worksheet • Gathers appropriate department level approval (electronic signatures) • Electronically forwards the request to the City Clerk. |
| 4. | City Clerk | <ul style="list-style-type: none"> • Reviews, updates and authorizes or denies the request |

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| | | <p>for record destruction,</p> <ul style="list-style-type: none"> Records the request in record tracking system, and Forwards request to the Office of the City Attorney for review and authorization. |
| 5. | City Attorney | <ul style="list-style-type: none"> Reviews, updates and authorizes or denies the request for record destruction, and Returns the request to the City Clerk. |
| 6. | City Clerk | <p>Advises the department of authorization status.</p> <ul style="list-style-type: none"> Approval: gives authorization to department record coordinator to initiate record destruction. Declined/Partial Destruction Approval: provides department staff direction on how to proceed. |
| 7. | Department Record Coordinator | <ul style="list-style-type: none"> Approval: Coordinates the destruction of records in the manner specified on the City's Record Retention Schedule. Declined/Partial Approval: Follows direction of the City Clerk relevant to declined records. |
| 8. | Department Record Coordinator | <ul style="list-style-type: none"> Completes Authorization to Destroy Records form with destruction information. Electronically signs and returns completed form to the City Clerk |
| 9. | City Clerk | <p>Upload the completed form <i>Authorization to Destroy Records form</i> and any supporting documentation into CCM for permanent retention.</p> |

AUTHORIZATION TO TRANSFER RECORDS TO THE CENTER FOR SACRAMENTO HISTORY

The Center was recognized by the City and County of Sacramento in 1976 as their official repository for historical records. Records of historic or intrinsic value shall be transferred to The Center for safe keeping and preservation.

The retention schedule typically identifies records eligible for transfer to The Center although it is difficult to foresee today what records may in the future be of historical value. When a record is being evaluated for final disposition, City staff may contact The Center to determine the Center's interest in taking possession of the record. The Center will evaluate all records transfer recommendations even if the retention schedule

identifies that they are eligible.

| Step | Responsibility | Action |
|------|-------------------------------|---|
| 1. | Department Record Coordinator | Identifies department records that are eligible for transfer to The Center using the City’s Retention Schedule. |
| 2. | Department Record Coordinator | <p>Prepares records for transfer:</p> <ul style="list-style-type: none"> • Inventories records on either <i>Employee Records Worksheet</i> or <i>Non-Employee Records Worksheet</i> (whichever is appropriate); • Boxes and clearly labels the boxes with the date of records and record series name; • Prepares <i>Transfer Records to Center form</i> and attaches <i>completed record worksheet</i> (inventory) form; • Gathers appropriate department level approval electronic signatures electronically; • Forwards the request to the City Clerk. |
| 3. | City Clerk | <ul style="list-style-type: none"> • Reviews, updates and authorizes; or • Denies the request for record disposition; • Forwards to the Center for review and authorization. |
| 4. | Center for Sacramento History | <p>Reviews request for transfer form and either:</p> <ul style="list-style-type: none"> • Approves the request in full; or • Approves a partial transfer; • Declines transfer of records • Returns completed transfer request to the City Clerk |
| 5. | City Clerk | <p>Approved transfer:</p> <ul style="list-style-type: none"> • Advises the department; • Authorizes coordination of physical transfer of the records to The Center. <p>Declined transfer:</p> <ul style="list-style-type: none"> • Advises department of disposition options for the records. |
| 6. | Department Record Coordinator | <p>Approval or Partial Approval:</p> <ul style="list-style-type: none"> • Coordinates the physical transfer of records to The Center <p>Declined Transfer:</p> <ul style="list-style-type: none"> • Reviews disposition options for the records with the City Clerk; • Electronically return completed <i>Disposition Records After Imaging form</i> to the City Clerk. |

AUTHORIZATION TO DESTROY RECORDS

Records that are no longer required to be retained by the City retention schedule may be destroyed. Destroying a record includes destruction of all copies of the record in all formats in which it may exist. Records should either be destroyed or destroyed securely as specified in the retention schedule.

Records that are destroyed securely must either be shredded by a city employee with another city employee present as witness or destroyed by a third party specializing in secure destruction.

| Step | Responsibility | Action |
|------|---|--|
| 1. | Department Staff and/or Department Record Coordinator | Identifies records that are past their retention period. (If staff is other than Department Record Coordinator, staff shall advise Department Record Coordinator who initiates destruction request.) |
| 2. | Department Record Coordinator | Prepares records for destruction by inventorying records on either Employee Records Worksheet or Non-Employee Records Worksheet. (whichever is appropriate) |
| 3. | Department Record Coordinator | <ul style="list-style-type: none"> Prepares <i>Authorization to Destroy form</i> Attaches the populated record inventory worksheet; Gathers appropriate department level approval (electronic signatures); Electronically forwards the request to the City Clerk. |
| 4. | City Clerk | <ul style="list-style-type: none"> Reviews, updates and authorizes or denies the request for record destruction; Records the request in record tracking system; and Forwards request to the Office of the City. |
| 5. | City Attorney | <ul style="list-style-type: none"> Reviews, updates and authorizes or denies the request. |
| 6. | City Clerk | <p>Advises the department of authorization status.</p> <ul style="list-style-type: none"> Approval: gives authorization to department record coordinator to initiate record destruction. Declined/Partial Destruction Approval: provides instructions on retention or partial destruction. |
| 7. | Department Record Coordinator | <ul style="list-style-type: none"> Approval: Coordinates the destruction of records in the manner specified on the City's Record Retention Schedule. Declined/Partial Approval: Follows direction of the City Clerk relevant to declined records. |
| 8. | Department Record Coordinator | <ul style="list-style-type: none"> Complete Authorization to Destroy Records form |

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| A N N | | <p>with destruction certificate;</p> <ul style="list-style-type: none"> • Electronically sign; and • Return completed form to the City Clerk. |
| | 9. City Clerk | Upload the completed Authorization to Destroy Records form and any supporting documentation into CCM for permanent retention. |

ANNUAL AUTHORIZATION TO DESTROY RECORDS

Certain records based on their volume, storage, and content may be eligible for an annual destruction approval that permits records within that series to be destroyed throughout the year. This is especially true for systematic records such as logs, reports, and emails.

| Step | Responsibility | Action |
|------|--------------------------------|--|
| 1. | Department Record Coordinator | Identifies records that may be eligible for an annual blanket destruction authorization and notifies City Clerk. |
| 2. | City Clerk | <ul style="list-style-type: none"> • Identifies/confirms records that may be eligible for an annual blanket destruction authorization; • Completes Annual Justification and Certification form; • Forwards to Department Record Coordinators. |
| 3. | Department Record Coordinators | <ul style="list-style-type: none"> • Forwards Annual Justification and Certification form to their Department Head for review and electronic signature; • Returns completed form to the City Clerk. |
| 4. | City Clerk | <ul style="list-style-type: none"> • Reviews, updates and authorizes; • Forwards request to the Office of the City Attorney for review and authorization. |
| 5. | City Attorney | <ul style="list-style-type: none"> • Reviews, updates and authorizes or denies the request for record destruction; and • Returns the request to the City Clerk. |
| 6. | City Clerk | <p>Advises the department of authorization status.</p> <ul style="list-style-type: none"> • Approval: gives authorization to initiate record destruction. • Declined/Partial Destruction Approval: provides direction on how to proceed. |

| System | Lifecycle | Retention Standard |
|--|------------------|---------------------------|
| CCM/CARA | Active/Inactive | + 5 Years |
| CARA/CCM is recommended for records that are accessed by City staff throughout multiple departments and/or by the public as well as records with long retention periods. | | |
| Network Folders | Active/Inactive | - 5 Years |
| Network folders are recommended for files that are extremely large and may be difficult to work with in an alternate storage location as well as records that require departmental sharing but where collaboration and versioning are not needed. | | |
| OneDrive | Active | - 5 Years |
| OneDrive is recommended for documents where minimal sharing and collaboration is required. | | |
| SharePoint | Active | - 2 Years |
| SharePoint is recommended for collaboration and frequent internal and external document sharing. | | |
| Software/Database | Active/Inactive | - 5 Years |
| Case management software, workflow systems, and databases should not be used for long term storage of records. These records should be migrated into or integrated with CARA/CCM to ensure adequate preservation of the records. | | |
| Internet/Intranet | Duplicates | N/A |
| The Internet and Intranet should only contain duplicate copies of City records, and links to the official copy shall be provided wherever possible. | | |
| Email | Active | - 2 Years |
| Emails are stored in the City email system for 2 years. All email records requiring longer retention shall be moved to an alternate location and stored based on their content and the associated retention period. | | |
| Text Messages | Active | -2 Years |
| Text messages relating to or containing city business shall be stored in their unaltered state based on their content and the associated retention period but for no less than 2 years. For assistance migrating and preserving text messages located on a personal device, please contact the Office of the City Clerk. | | |
| Local Machine | Active | N/A |
| Only drafts, duplicates and transitory documents shall be stored on a desktop or C: Drive. | | |
| External Media | Active | N/A |
| Only drafts, duplicates and transitory documents shall be stored on an external media device such as a flash drive, CD, DVD, or external hard drive. | | |
| Onsite Physical Storage | Active | - 5 Years |
| Physical records that are cost prohibitive to digitize due to limited need for access, a short retention period, or media type may be stored onsite. | | |
| Offsite Storage | Inactive | + 5 Years |
| Physical records that are cost prohibitive to digitize due to limited need for access or media type may be stored offsite. | | |
| City Archives | Inactive | Permanent |
| Records with historical value included the original version of records that have been digitalized, shall be sent to the Sacramento Center for History. | | |