



ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other Council Business

Prepared By: Daniel Martinez *[Signature]* Agenda Item No. I-2
 Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *[Signature]* Other (Specify) N/A

DATE: October 4, 2006

TO: City Council, Community Development Commission, Redevelopment Agency and Housing Authority

FROM: Daniel Martinez, City Clerk *[Signature]*

SUBJECT: Amendment of Retention Schedule

RECOMMENDATION

1. That the City Council adopt a resolution amending the retention and destruction schedule for City records.
2. That the Community Development Commission/Redevelopment Agency adopt a resolution amending the retention and destruction schedule for Commission/Agency records.
3. That the Housing Authority adopt a resolution amending the retention and destruction schedule for Authority records.

DISCUSSION

Staff has conducted a survey of departments to determine necessary changes to the records retention and destruction schedule (Schedule) for the City/Commission/Agency/Authority. The City Attorney's Office has reviewed and approved the proposed changes, and the updated Schedule now requires approval by the legislative bodies to implement changes. Most of the changes were to remove items whose functions are no longer performed and reduce the time period within legal requirements of storing a record. Also efforts were made to bring the Schedule in line with State guidelines.

FINANCIAL IMPACT

Staff projects some savings of storage costs by reducing storage of unneeded records.

Records Retention Schedule
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Attachment No. 1 – Draft of proposed Records Retention Schedule
No. 2 – Resolutions amending Retention and Destruction Schedule for City,
Community Development Commission, Redevelopment Agency, and
Housing Authority.

Note: Attachment No. 1 has been provided to the legislative bodies. Copies are available for review at the Circulation Desk in the Library after 6:00 p.m. on the Thursday prior to the meeting and at the City Clerk's Office on Monday, October 23, 2006.

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
REPEALING AND ADOPTING A RECORDS RETENTION SCHEDULE

WHEREAS, on March 14, 2000, the City Council adopted Resolution No. 11,701, adopting a records retention schedule for the City, setting out the periods of time that records of the City must be retained and when the records are to be destroyed; and

WHEREAS, City staff has revised the records retention schedule for purposes of clarification and conformance to records retention periods adopted by State and federal law.

NOW, THEREFORE, the City Council of the City of Oxnard resolves:

1. Pursuant to section 34090 et seq. of the Government Code, the Records Retention Schedule that is Attachment 1 to the staff report concerning this item, dated October 4, 2006, and on file in the City Clerk's Office, which schedule bears the written consent of the City Attorney, is approved and adopted, and Resolution No. 11,701 is repealed.

2. Pursuant to section 34090.5 of the Government Code, the City officer having custody of City records may cause such records to be destroyed at any time, without compliance with the Records Retention Schedule, if all of the conditions of reproducing records set forth in said statute are complied with.

3. Unless otherwise provided in the Records Retention Schedule:

A. Pursuant to section 34090.6 of the Government Code, a City department head may destroy recordings of routine video monitoring after one year and may destroy records of telephone and radio communications after 100 days if such records are maintained by his or her department. For purposes of this section, the terms "routine video monitoring" and "records of telephone and radio communications" have the meanings set out in section 34090.6 of the Government Code. If the recordings or records are evidence in any claim filed or any pending litigation, the recordings or records shall be preserved until the claim or pending litigation is resolved.

B. Pursuant to section 34090.7 of the Government Code, duplicates of City records less than two years old may be destroyed if they are no longer required, by following the procedure set out in the Records Management Policies and Procedures Manual.

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C. Pursuant to section 34090.7 of the Government Code, video recording media, such as videotapes and films, and including recordings of routine video monitoring pursuant to section 34090.6 of the Government Code, shall be considered duplicate records if the City keeps another record, such as written minutes or an audiotape recording, of the event that is recorded in the video medium. However, a video recording medium shall not be destroyed or erased for at least 90 days after occurrence of the event recorded thereon.

PASSED AND ADOPTED this 24th day of October, 2006, by the following vote:

AYES:

NOES:

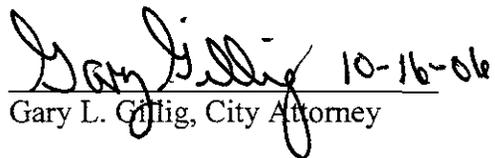
ABSENT:

Dr. Thomas E. Holden, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:

 10-16-06

Gary L. Gillig, City Attorney

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RESOLUTION NO.

A RESOLUTION OF THE COMMUNITY DEVELOPMENT
COMMISSION/REDEVELOPMENT AGENCY OF THE CITY OF OXNARD
REPEALING AND ADOPTING A RECORDS RETENTION SCHEDULE

WHEREAS, on March 14, 2000, the Community Development Commission (CDC) and the Redevelopment Agency (Agency) adopted Resolution No. 49, adopting a records retention schedule for the CDC and the Agency, setting out the periods of time that records of the City must be retained and when the records are to be destroyed; and

WHEREAS, staff has revised the records retention schedule for purposes of clarification and conformance to records retention periods adopted by State and federal law.

NOW, THEREFORE, the CDC and the Agency resolve:

1. Pursuant to section 34090 et seq. of the Government Code, the Records Retention Schedule that is Attachment 1 to the staff report concerning this item, dated October 4, 2006 and on file in the City Clerk's Office, which schedule bears the written consent of the General Counsel, is approved and adopted, and Resolution No. 49 is repealed.
2. Pursuant to section 34090.5 of the Government Code, the CDC/Agency officer having custody of CDC/Agency records may cause such records to be destroyed at any time, without compliance with the Records Retention Schedule, if all of the conditions of reproducing records set forth in said statute are complied with.
3. Unless otherwise provided in the Records Retention Schedule:
 - A. Pursuant to section 34090.6 of the Government Code, the Community Development Director may destroy recordings of routine video monitoring after one year and may destroy records of telephone and radio communications after 100 days if such records are maintained by the CDC/Agency. For purposes of this section, the terms "routine video monitoring" and "records of telephone and radio communications" have the meanings set out in section 34090.6 of the Government Code. If the recordings or records are evidence in any claim filed or any pending litigation, the recordings or records shall be preserved until the claim or pending litigation is resolved.
 - B. Pursuant to section 34090.7 of the Government Code, duplicates of CDC/Agency records less than two years old may be destroyed if they are no longer required, by following the procedure set out in the Records Management Policies and Procedures Manual.

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C. Pursuant to section 34090.7 of the Government Code, video recording media, such as videotapes and films, and including recordings of routine video monitoring pursuant to section 34090.6 of the Government Code, shall be considered duplicate records if the Community Development Department or another City of Oxnard department keeps another record, such as written minutes or an audiotape recording, of the event that is recorded in the video medium. However, a video recording medium shall not be destroyed or erased for at least 90 days after occurrence of the event recorded thereon.

PASSED AND ADOPTED this 24th day of October, 2006, by the following vote:

AYES:

NOES:

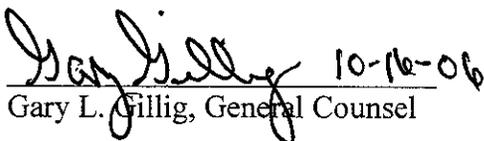
ABSENT:

Dr. Thomas E. Holden, Chairman

ATTEST:

Daniel Martinez, Secretary Designate

APPROVED AS TO FORM:

 10-16-06

Gary L. Gillig, General Counsel

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RESOLUTION NO.

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
OXNARD REPEALING AND ADOPTING A RECORDS RETENTION SCHEDULE

WHEREAS, on March 14, 2000, the Housing Authority (Authority) adopted Resolution No. 1,133, adopting a records retention schedule for the Authority, setting out the periods of time that Authority records must be retained and when the records are to be destroyed; and

WHEREAS, staff has revised the records retention schedule for purposes of clarification and conformance to records retention periods adopted by State and federal law.

NOW, THEREFORE, the Authority resolves:

1. Pursuant to section 34090 et seq. of the Government Code, the Records Retention Schedule that is Attachment 1 to the staff report concerning this item, dated October 4, 2006, and on file in the City Clerk's Office, which schedule bears the written consent of the General Counsel, is approved and adopted, and Resolution No. 1,133 is repealed.

2. Pursuant to section 34090.5 of the Government Code, the Authority officer having custody of Authority records may cause such records to be destroyed at any time, without compliance with the Records Retention Schedule, if all of the conditions of reproducing records set forth in said statute are complied with.

3. Unless otherwise provided in the Records Retention Schedule:

A. Pursuant to section 34090.6 of the Government Code, the Housing Director may destroy recordings of routine video monitoring after one year and may destroy records of telephone and radio communications after 100 days if such records are maintained by the Authority. For purposes of this section, the terms "routine video monitoring" and "records of telephone and radio communications" have the meanings set out in section 34090.6 of the Government Code. If the recordings or records are evidence in any claim filed or any pending litigation, the recordings or records shall be preserved until the claim or pending litigation is resolved.

B. Pursuant to section 34090.7 of the Government Code, duplicates of Authority records less than two years old may be destroyed if they are no longer required, by following the procedure set out in the Records Management Policies and Procedures Manual.

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C. Pursuant to section 34090.7 of the Government Code, video recording media, such as videotapes and films, and including recordings of routine video monitoring pursuant to section 34090.6 of the Government Code, shall be considered duplicate records if the Housing Department or another City of Oxnard department keeps another record, such as written minutes or an audiotape recording, of the event that is recorded in the video medium. However, a video recording medium shall not be destroyed or erased for at least 90 days after occurrence of the event recorded thereon.

PASSED AND ADOPTED this 24th day of October, 2006, by the following vote:

AYES:

NOES:

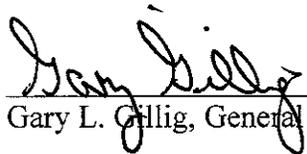
ABSENT:

Dr. Thomas E. Holden, Chairman

ATTEST:

Daniel Martinez, Secretary Designate

APPROVED AS TO FORM:

 10-16-06

Gary L. Gillig, General Counsel

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