

ENTERTAINMENT AND FACILITIES COMMITTEE REPORT relative to the approval of departmental records disposition schedules of the City Council and the Office of the Chief Legislative Analyst (CLA).

Recommendations for Council action:

1. APPROVE the records disposition schedules of the City Council and the CLA.
2. INSTRUCT the City Clerk to provide training and guidance to each Council Office to implement the records disposition schedules.

Fiscal Impact Statement: The City Clerk reports that there is no fiscal impact associated with the approval of these schedules. Savings could result if City departments dispose of records more promptly under the new authorization procedures created by Ordinance No. 183754 than they did under the prior procedures. Currently the City Records Center is holding over 78,000 boxes of records that are eligible for destruction at an annual expense to the City in commercial records storage equivalents of over \$121,000.

Community Impact Statement: None submitted.

Summary:

At a meeting held on August 9, 2016, the Entertainment and Facilities Committee considered an August 1, 2016 report from the City Clerk relative to the approval of departmental records disposition schedules of the City Council and the CLA. After providing an opportunity for public comment, the Committee recommended that Council adopt the recommendations detailed above. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

ENTERTAINMENT AND FACILITIES COMMITTEE



| <u>MEMBER</u> | <u>VOTE</u> |
|---------------|-------------|
| MARTINEZ:     | YES         |
| KREKORIAN:    | YES         |
| BUSCAINO:     | YES         |
| O'FARRELL:    | YES         |
| RYU:          | YES         |

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**-NOT OFFICIAL UNTIL COUNCIL ACTS-**