

INFORMATION, TECHNOLOGY AND GENERAL SERVICES COMMITTEE REPORT
relative to records disposition schedules for various City Departments.

Recommendation for Council action:

APPROVE the records disposition schedules for Department of Animal Services (DAS), City Attorney, Controller, Emergency Management Department (EMD), Department of General Services (GSD), Library Department (Library), Bureau of Sanitation (BOS), and Zoo Department (Zoo) as detailed in the September 7, 2018 City Clerk report.

Fiscal Impact Statement: The City Clerk reports that there is no fiscal impact of approving the schedules. Savings could result if City departments dispose of records more promptly under the new authorization procedures created by Ordinance 183754 than they did under the prior procedures. Currently, the City Records Center is holding over 80,000 boxes of records that are eligible for destruction at an annual expense to the City in commercial records storage equivalents of over \$100,000.

Community Impact Statement: None submitted.

SUMMARY:

At its regular meeting held on September 25, 2018, the Information, Technology, and General Services Committee considered a September 7, 2018 City Clerk report relative to records disposition schedules for the DAS, City Attorney, Controller, EMD, GSD, Library, BOS, and Zoo. After providing an opportunity for public comment, the Committee moved to approve the recommendation in the City Clerk report. This matter is now submitted to the Council for consideration.



Respectfully Submitted,

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
RODRIGUEZ:	YES
BLUMENFIELD:	YES
O'FARRELL:	ABSENT

LC 09/25/18

-NOT OFFICIAL UNTIL COUNCIL ACTS-