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File No. 15-0616-S2

ENTERTAINMENT AND FACILITIES COMMITTEE REPORT relative to the approval of departmental records disposition schedules for various City departments.

Recommendation for Council action:

APPROVE the records disposition schedules of the following departments:

- a. Aging
- b. Airports (Including a new schedule of duplicate records for the Economic Development Services Division)
- c. City Administrative Officer (Including the retention recommendation of the City Attorney for item 0001 - Analysis of Proposed Contracts)
- d. Ethics (Including the updated schedule of original records and two additions to the schedule of duplicate records)
- e. Water and Power

Fiscal Impact Statement: The City Clerk reports that there is no fiscal impact of approving these 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 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 June 14, 2016, the Entertainment and Facilities Committee considered an April 4, 2016 report from the City Clerk relative to the approval of departmental records disposition schedules for various City departments. After providing an opportunity for public comment, the Committee recommended that Council adopt the recommendation 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

ME

-NOT OFFICIAL UNTIL COUNCIL ACTS-