

RESOLUTION R2017-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
NAPA, STATE OF CALIFORNIA, AUTHORIZING AN
AMENDMENT TO THE RECORDS RETENTION
SCHEDULE FOR HOUSING PROGRAM FILES

WHEREAS, the City is required to retain City records in accordance with the requirements of state and federal law, the City has documented its compliance with these requirements through the City Council's approval of the City's Records Management Program Policy (Policy Resolution 18) and the City of Napa Records Retention Schedule; and

WHEREAS, the City of Napa Records Retention Schedule is administratively assembled and published by the City Clerk, in accordance with updates approved by the City Council, the most recent of which include Resolution Nos. R2015-61 (June 2, 2015), and R2015-125 (October 20, 2015); and

WHEREAS, the Office of the City Clerk has identified the need to update the record retention schedules for certain records related to housing programs, in order to comply with requirements of federal regulations; and

WHEREAS, Record No. 026 of the Retention Schedule (-Community Services-Housing Program Files), consolidated Section 8 and non-Section 8 program identifies a single retention period of closed plus five years (CL+5Y); however, Section 8 Housing program records should be segregated from non-Section 8 records and retained for their shorter retention periods of closed plus three years (CL+3Y) where closed is the term end of each assisted lease or three (3Y) respectively; and

WHEREAS, Record No. 025 of the Retention Schedule (-Community Services-Housing Program-INS Appeals) is not clearly named to distinguish the record category as only those for Section 8 INS appeals as opposed to general INS appeals; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby approves the amendments to the City of Napa Records Retention Schedule as shown on Exhibit "A", attached hereto and incorporated herein by reference. The amendments shown on Exhibit "A" generally include:

a. Amend Record No. 025 to: (i) change the Record Category Name column from "Housing Program-INS Appeals" to "Housing Program-Section 8 INS Appeals"; and (ii) amend the comments column to add a note.

ATTACHMENT 1

- b. Remove Record No. 026.
- c. Add Record Nos. 128, 129, and 130.

2. The City Clerk is hereby authorized and directed to administratively amend and publish the City of Napa Records Retention Schedule in order to incorporate the changes authorized by this resolution.

3. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.

4. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 4th day of April, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Dorothy Roberts
City Clerk

Approved as to for:

Michael W. Barrett
City Attorney