



Staff Reports

File #: 793-2017, **Version:** 1

To: Honorable Chair and Commissioners

From: Dorothy Roberts, City Clerk

Prepared By: Jessica Ordich, Records Analyst

TITLE:

Management of Housing Authority Records by the City of Napa

RECOMMENDED ACTION:

Adopt a resolution authorizing the City of Napa to manage the Authority's records in accordance with the City's adopted Records Management Program Policy, Policy Resolution 18.

DISCUSSION:

The Housing Authority of the City of Napa ("Housing Authority") retains its records in accordance with the requirements of state and federal law. The City's Records Management Policies and Records Retention Schedule documents the Housing Authority's compliance with these requirements.

Based on the terms of the Cooperative Agreements between the Housing Authority and the City, the City provides administrative services for the Housing Authority. The City recently updated its record management program, which includes policies and procedures for record management in accordance with a formal records retention schedule. This item authorizes the City to manage the Housing Authority's records in accordance with the City's Records Management Program Policy.

FINANCIAL IMPACTS:

None

CEQA:

The Deputy Secretary has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

DOCUMENTS ATTACHED:

ATCH - 1 Records Management Resolution

Links:

Records Management Policy Resolution 18

NOTIFICATION:

None