



Staff Reports

File #: 792-2017, **Version:** 1

To: Honorable Chair and Commissioners

From: Dorothy Roberts, City Clerk

Prepared By: Jessica Ordich, Records Analyst

TITLE:

Records Retention Schedule for Housing Program Files

RECOMMENDED ACTION:

Adopt a resolution authorizing an amendment to the Records Retention Schedule for Housing Program Files.

DISCUSSION:

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 those requirements through the Council's adoption of the Records Management Program Policy, which requires all City records to be maintained, and authorizes specified records to be destroyed, in accordance with the Records Retention Schedule.

On June 2, 2015, the City adopted a Records Retention Schedule which is administratively assembled and published by the City Clerk. The City Council approved updates to the Records Retention Schedule, the most recent of which include Resolution Nos. R2015-61 (June 2, 2015), and R2015-125 (October 20, 2015).

The Office of the City Clerk has identified the need to update the Records Retention Schedule for certain records related to housing programs, in order to comply with requirements of federal regulations. The recommended changes are as follows:

1. 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.
2. 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.

The attached Exhibit "A" shows the proposed changes as they will appear in the published Records Retention Schedule.

FINANCIAL IMPACTS:

None

CEQA:

The City Clerk 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 - Resolution - Housing Records Management

EX A - Retention Schedule Amendments

NOTIFICATION:

None