



Report to City Council

TO: Mayor and City Council

FROM: Patty Rodriguez, CMC, Manager of the Office of Mayor and City Council/City Clerk

AGENDA DATE: February 18, 2025

TITLE: RESOLUTION UPDATING THE RECORDS RETENTION SCHEDULE (REPORT OF: CITY CLERK)

TITLE SUMMARY: Records Retention Schedule Update

Recommendation(s)

That the City Council:

1. Adopt Resolution 2025-XX and the Records Retention Schedule.

SUMMARY

The City is updating its records management program, including its records retention policies. The adoption of this retention schedule will result in efficiency gains and cost savings.

DISCUSSION

Moreno Valley selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. An upgrade in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

The upgrades of the current records management systems are driven by many factors, including:

- Very limited space in City facilities
- Many departments are filing and storing copies of the same records
- Moreno Valley produces and manages many permanent records
- Escalating records storage expenses

- Technology advancements
- Changes in law

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the City.

The retention periods are in compliance with all laws and are standard business practice for California cities.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney, which is provided in Section 2 of the resolution. This will reduce costs and improve efficiency for the City.

It is also standard business practice for California cities to authorize updates to the schedule without further action of the City Council, which is provided in Section 3.

ALTERNATIVES

1. Not update the Records Retention Schedule, which would result in utilization of the existing schedule, which may be out of date and not in compliance with current laws.

FISCAL IMPACT

Moreno Valley will realize significant savings both in labor and storage expenses; including the avoidance of future storage and/or construction costs.

NOTIFICATION

Posting and distribution of the agenda.

PREPARATION OF STAFF REPORT

Prepared By:
Patty Rodriguez, CMC
Manager of the Office of Mayor and City Council/City Clerk

CITY COUNCIL GOALS

Public Facilities and Capital Projects: Ensure that needed public facilities, roadway improvements, and other infrastructure improvements are constructed and maintained.

CITY COUNCIL STRATEGIC PRIORITIES

Beautification, Community Engagement, and Quality of Life

Report Approval Details

Document Title:	STAFFREPORT_CC_RECORDSRETENTIONSCHEDULE_02182025.docx
Attachments:	- Reso - Records Retention Schedule.pdf - Exhibit A_ALL Records Retention Schedules_2025-02-12_1036.pdf
Final Approval Date:	Feb 13, 2025

This report and all of its attachments were approved and signed as outlined below:

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