



Camarillo City Council

AGENDA REPORT

Date: December 13, 2023

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Kristy Buxkemper, City Clerk

Subject: City Council Policy 12.02 – Email Retention

BACKGROUND

City Council Policy 12.02 was adopted in 2008 and has not been updated since inception. With various technological advancements and changing records retention laws, the current policy is outdated.

Consistent with current practice, it is advisable to separate the policy from the internal procedural aspects for effective administration and to better guide the retention, management, and disposition of email communications.

DISCUSSION

The City Council's Policy is the overarching guideline ensuring compliance with the California Public Records Act, applicable State Laws, and the City's adopted Records Retention Schedule. After careful analysis, it is suggested that revisions be made to help provide greater clarity and direct the focus of the policy on the importance of compliance with retention laws and requirements.

A differentiation between the Policy and the administrative procedural aspects for the maintenance of emails will allow staff to better address the internal processes pertaining to retention requirements. Such procedural guidance is recommended to be removed from the current policy and instead included in a subsequent internal procedure. The ensuing procedure will allow for proactive review of internal processes and streamline updates to ensure constant compliance.

The Policy Committee reviewed the recommended amendments on October 25, 2023 and supported revision of the Policy. Committee members emphasized the necessity for the Policy to highlight and focus on the importance of compliance with the Public Records Act and State Laws guiding retention and agreed that an internal procedure would allow

for more effective enforcement and provide a necessary distinction between policy and procedure.

Additional emphasis will be placed on training staff regarding the proper disposition and retention of transitory emails and lasting value records, including specific guidance and examples, to ensure compliance with the policy. Routine trainings will be coordinated as a key element of the City's Records Management Program to successfully meet all applicable retention requirements.

FISCAL IMPACT

There is no budget impact as a result of this action.

RECOMMENDATION

1. Adopt the revised City Council Policy 12.02 – Email Retention

ATTACHMENTS

1. City Council Policy 12.02 - Email Retention (Redline)
2. City Council Policy 12.02 - Email Retention (Clean)

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None