

M. M. Gordon

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

2010 JUN 29 PM 1:37

RESOLUTION REGARDING DEVELOPMENT OF A CITYWIDE RECORDS MANAGEMENT PROGRAM

WHEREAS, the City of Oakland recognizes the public need to establish a records management program that is centralized, professional, cost effective, preserves vital and historical City records, and guarantees its citizens access to public records of the City; and

WHEREAS, the City Charter identifies the City Clerk as the custodian of official City records; and

WHEREAS, as a part of City functions, City records are received or created by City agencies; and

WHEREAS, the implementation of a City-wide records management program will assist in reducing administrative costs, improving efficiency and productivity, ensuring regulatory and legal compliance, minimizing litigation risks, safeguarding vital information, and supporting better decision-making; and

WHEREAS, the City needs a records management program to provide for efficient and economical management policies for the collection, creation, utilization, maintenance, retention, storage, preservation, retrieval and disposal of City records; and

WHEREAS, to establish such records program, the City Council desires input from the Office of the City Clerk, each City Agency, the Office of the City Administrator, the Office of the City Attorney, the Office of the City Auditor, the Office of the City Council, the Office of Information Technology, and the Public Ethics Commission; now therefore be it

RESOLVED: That the Citywide Records Management Program ("Program") shall be created by the City Clerk with input from employees of the Office of the City Clerk, the Office of the City Administrator, the Office of the City Attorney, the Office of the City Auditor, the Office of Information Technology, and staff of the City Council, and be it

FURTHER RESOLVED: That the City Clerk shall present to the Rules Committee a Program, consisting of the following elements: (1) A definition of "City Record;" (2) A retention schedule; (3) Vital and historical records management; (4) Electronic records management; (5) Forms management; (6) Files management; (7) Records conversion; and (8) Disposition of City records; and be it

FURTHER RESOLVED: That within 6 months after the passage of this resolution, the City Clerk shall present a proposed Program to the City Council Rules Committee for the purpose of receiving comment and of apprising the Committee of any issues affecting the development of the Program; and be it

FURTHER RESOLVED: That after the Rules Committee considers the City Clerk's proposed Program, the City Clerk will present the adopted proposed Program to the Public Ethics Commission together with a request that the Commission hold a public hearing and thereafter provide a summary of any public comments, analysis, and recommendations pertaining to the proposed Program; and be it

FURTHER RESOLVED: That 60 days after the Public Ethics Commission has transmitted the summary of public comments, analysis, and recommendations pertaining to the proposed Program, the City Clerk shall submit the Program to the Rules Committee and City Council for adoption.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, DE LA FUENTE , KAPLAN, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT BRUNNER

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California