

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: June 12, 2025

PREPARED BY: Damian Olivares, Senior Deputy Clerk/Records Coordinator

SUBJECT: RESOLUTION ADOPTING UPDATES TO THE CITY'S RECORDS
MANAGEMENT POLICY AND RESCINDING RESOLUTION NO. 2022-71

RECOMMENDATION:

Adopt a resolution entitled "A RESOLUTION OF THE CITY COUNCIL OF PALM DESERT, CALIFORNIA, ADOPTING UPDATES TO THE CITY'S RECORDS MANAGEMENT POLICY AND RESCINDING RESOLUTION NO. 2022-71."

BACKGROUND/ANALYSIS:

On August 25, 2022, the City Council adopted Resolution No. 2022-71, which formally established the City's Records Management Policy. This policy outlines recordkeeping responsibilities, retention protocols, and procedures for managing records through their full life cycle, from creation to destruction. Since its adoption, the City has evaluated opportunities to improve clarity, compliance, and administrative efficiency in records management.

The proposed amendment, included as Exhibit A to the resolution, incorporates the following key updates:

1. **Email Retention and Automated Deletion:** Grants the Information Systems Department the authority to oversee and implement automated deletion of email messages that exceed established retention periods in accordance with the City's Records Retention Schedule.
2. **Redaction of Sensitive Personal Identifying Information (Sensitive PII):** Establishes detailed guidance for redacting personal information, such as Social Security numbers and financial data, in compliance with the California Public Records Act. The policy clarifies the discretion granted to the City Clerk, in consultation with the City Attorney, in determining when redaction is appropriate.
3. **Certificate of Destruction Procedures:** Updates the process for certifying the destruction of records to include signatures from both the originating department and the designated Records Coordinator.
4. **Clarification of Public Records Act Request Procedures:** Designates the Office of the City Clerk as the official recipient of public records requests. In accordance with the California Public Records Act (Government Code § 7920.000 et seq.), the statutory time period for responding to such requests shall begin on the business day the request is actually received by the Office of the City Clerk, regardless of whether the request was initially submitted to another department or official.

Legal Review:

This policy amendment has been reviewed by the City Attorney's Office.

FINANCIAL IMPACT:

There is no direct fiscal impact associated with adoption of the amended policy. However, an effective records management program can result in long-term cost savings through improved efficiency, reduced storage needs, and minimized legal risk.

ATTACHMENTS:

1. Resolution
2. Exhibit A - Citywide Records Management Policy