

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: June 12, 2025

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

SUBJECT: RESOLUTION TO ADOPT THE UPDATED RECORDS RETENTION
SCHEDULES AND RESCINDING RESOLUTION NO. 2022-98

RECOMMENDATION:

Adopt a resolution entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, ADOPTING THE UPDATED RECORDS RETENTION SCHEDULES AND RESCINDING RESOLUTION NO. 2022-98"

BACKGROUND/ANALYSIS:

On December 15, 2022, the City Council adopted Resolution No. 2022-98, approving updated Records Retention Schedules to reflect changes in applicable laws and operational needs.

As part of Palm Desert's ongoing commitment to transparency, accountability, and operational efficiency, the City proactively reviews and updates its Records Retention Schedules on a biennial basis. This comprehensive process is conducted in collaboration with the City Attorney's Office, ensuring alignment with current legal requirements, best practices, and internal administrative needs.

The updates reflected in Exhibit A include:

- **Removal** of redundant or obsolete records categories.
- **Clarification** of record descriptions for improved usability and consistency.
- **Consolidation** of similar record types to streamline classification and retrieval.
- **Addition** of new record types and operational categories.
- **Inclusion** of a new retention schedule for Library services.

Legal Review:

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

FINANCIAL IMPACT:

There is no direct fiscal impact associated with adoption of the updated Records Retention Schedules. However, effective records management contributes to long-term cost savings by:

- Reducing physical and digital storage requirements;
- Minimizing staff time spent retrieving outdated or duplicative records; and
- Enhancing workflow efficiency and information governance.

ATTACHMENTS:

1. Resolution
2. Exhibit A - Records Retention Schedules