

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: December 11, 2025

PREPARED BY: Damian Olivares, Senior Deputy Clerk

SUBJECT: INTRODUCTION OF AN ORDINANCE DELETING SECTION 2.52.555(F)  
OF THE PALM DESERT MUNICIPAL CODE TO REMOVE OUTDATED  
EMAIL RETENTION PROVISIONS

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## **RECOMMENDATION:**

Introduction of an Ordinance entitled “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, DELETING SECTION 2.52.555(F) OF THE PALM DESERT MUNICIPAL CODE TO REMOVE OUTDATED EMAIL RETENTION PROVISIONS.”

## **BACKGROUND/ANALYSIS:**

On June 12, 2025, the City Council adopted Resolution No. 2025-034, updating the Citywide Records Management Policy, and Resolution No. 2025-035, revising the City’s Records Retention Schedules. Together, these documents establish the current, authoritative retention requirements for all City records.

In contrast, Section 2.52.555 of the Palm Desert Municipal Code still contains legacy email-retention language adopted on March 22, 2012, through Ordinance No. 1234. That ordinance replaced the former Electronic Mail/Internet Policy with the current Technology Usage and Electronic Communications Policy and included a provision in Subsection 2.52.555(F) that reads:

*“Retention Period for E-Mails. All e-mails on the city’s electronic communication resources will be automatically saved for three years. After this three-year period expires, the messages will be stored on DVD, or similar electronic data storage device, for an additional two years. After this two-year period, all messages will be permanently deleted.”*

This provision conflicts with the Citywide Records Management Policy and Records Retention Schedules, which establish a two-year retention period for routine correspondence, including email. To resolve this inconsistency and ensure that email retention is governed exclusively by the Citywide Records Management Policy and Records Retention Schedules, staff recommends removing the outdated retention language in Subsection 2.52.555(F) of the Municipal Code.

## **Legal Review:**

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

## **ATTACHMENT:**

1. Draft Ordinance