

RESOLUTION NO. RES-2023-095

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA DECLARING LASERFICHE A TRUSTED SYSTEM FOR THE MANAGEMENT OF RECORDS AND THE AUTOMATION OF RECORDS RETENTION REQUIREMENTS

WHEREAS, on March 17, 2009, the City Council adopted Resolution No. 27320 adopting revised Council Policy No. 000-44 granting authority to revise all City Records Retention Schedules by written approval of the City Clerk, City Manager, and City Attorney. The City's Records Retention Schedule has been revised and approved as of May 2023; and

WHEREAS, the Secretary of State has adopted Trustworthy Electronic Document or Record Preservation regulations, located in Chapter 15, Division 7, Title 2 of the California Code of Regulations, which govern the recording, storing, and reproducing of Records in electronic media where the intent is to destroy the original hardcopy and maintain the electronic copy as the official Record; and

WHEREAS, section 34090, et seq, of the Government Code of the State of California provides the parameters whereby Records that have served their purpose and are no longer required may be destroyed, including the requirement that certain Records be reproduced on a "Trusted System," as defined in California Government Code Section 12168.7, prior to destruction; and

WHEREAS, on February 15, 2022, Council adopted Resolution RES-2022-029 approving the use of PG&E settlement funds in the amount of \$85,000 requested by the Information Technology Department to implement a Trusted System; and

WHEREAS, the City uses Laserfiche to electronically store Records in TIFF and/or PDF format; and

WHEREAS, the City Clerk and the Information Technology Department have worked to ensure the City's content management system, and Records stored within the system, are kept in accordance with the State's Trusted System requirements and the Trustworthy Electronic Document Record Preservation regulations; and

WHEREAS, folder level permissions and restrictions have been established in Laserfiche to ensure only appropriate personnel have access to certain Records; and

WHEREAS, the City of Santa Rosa Records and Information Management Policy, attached hereto as Exhibit A, has been developed to define the requirements for the City of Santa Rosa to follow for the protection and management of records and information to meet operational needs and comply with federal, state, and local laws; and

WHEREAS, Records and Information Management Procedures, attached hereto as Exhibits B and C, have been developed for the standardized procedure to provide for the routine

scanning, uploading, saving, importing, and deletion of Records in Laserfiche during the normal course of business, in accordance with the City's Records Retention Schedule; and

WHEREAS, the City of Santa Rosa Records Retention Schedule, attached hereto as Exhibit D, has been updated and revised to correctly reflect current regulations and to facilitate the standardization of folder structures in Laserfiche that allows for the automation of retention requirements that will enable the system to operate efficiently within Trusted System requirements; and

WHEREAS, collectively, the City's comprehensive Records Retention Schedule, Records and Information Management Policy, Records and Information Management Procedures, and the Laserfiche technology constitute a Trusted System in accordance with State law.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa hereby finds:

1. The above recitals are true and correct and establish the factual basis for the City Council's adoption of this Resolution.
2. Laserfiche is declared the City's Records storage repository.
3. Laserfiche is backed up both in the cloud as well as on a non-alterable media and the backup copy is stored offsite on a routine schedule.
4. The Records and Information Management Policy, Procedures, and Retention Schedule, attached hereto as Exhibits A, B, C, and D, have been implemented and are considered the approved policies and procedures for the management of electronic Records and the City Clerk is hereby authorized to make periodic clerical and procedural updates to Exhibits A, B, C, and D as required, and periodic full revisions to Exhibit A and D by written approval of the City Clerk, City Manager, and City Attorney.
5. The City Council hereby declares the adopted Retention Schedule, Records and Information Management Policy, Records and Information Management Procedures, and Laserfiche technology collectively establish the City of Santa Rosa's Trusted System.

///

///

///

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

IN COUNCIL DULY PASSED this 6th day of June, 2023.

AYES: (7) Mayor N. Rogers, Vice Mayor MacDonald, Council Members Alvarez, Fleming, Okrepkie, C. Rogers, Stapp

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
City Clerk Mayor

APPROVED AS TO FORM: \_\_\_\_\_  
City Attorney

- Exhibit A – City of Santa Rosa Records and Information Management Policy
- Exhibit B – City of Santa Rosa General Procedure for Saving Records into Laserfiche
- Exhibit C – City of Santa Rosa Procedure for Deleting Records from Laserfiche
- Exhibit D – City of Santa Rosa Records Retention Schedule