

City of Santa Rosa



Legislation Details

File #: 23-0395 **Version:** 1 **Name:** Laserfiche as a Trusted System
Type: CC- Consent - Resolution **Status:** Agenda Ready
File created: 4/28/2023 **In control:** City Council
On agenda: 6/6/2023 **Final action:** 6/6/2023
Title: RESOLUTION - DECLARATION OF LASERFICHE AS A TRUSTED SYSTEM

RECOMMENDATION: It is recommended by the City Clerk's Office and the Information Technology Department that the Council, by resolution, declare Laserfiche as a Trusted System for the management of official City records and the automation of record retention requirements.

Sponsors: City Clerk, Information Technology

Indexes: Not a Project

Code sections: 15061(b)(3) - General Rule Exemption, 15378 - Not a Project

Attachments: 1. Staff Report, 2. Attachment 1 - Trustworthy Electronic Document_SOS, 3. Resolution, 4. Exhibit A - RIM Policy, 5. Exhibit B- Procedures for Laserfiche, 6. Exhibit C - Procedures for Deletion Laserfiche, 7. Exhibit D - Retention Schedule

Date	Ver.	Action By	Action	Result
6/6/2023	1	City Council	adopted	Pass