

# 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	to adopt	Pass