

## **City Clerk's Office**

### **Procedure for Deletion of Records from Laserfiche**

#### **1. Procedure**

Semi-annually, the Laserfiche Administrator, under the direction of the City Clerk, will initiate the process to delete electronic official Records from Laserfiche that have passed their retention requirements.

- a) The Laserfiche Administrator contacts the City Attorney requesting information regarding any active or potential legal action(s) against the City to determine which category(s) of Records may be relevant to the action and therefore should be preserved and placed on Legal Hold.
- b) The Laserfiche Administrator searches for relevant Records, suspends their destruction date and annotates the Records to indicate that they are on Legal Hold.
- c) The Laserfiche Administrator prepares a Records Notification containing a list of Records eligible for deletion because they have passed retention requirements. The notification specifies the date on which deletion of these Records is scheduled to occur.
- d) The Laserfiche Administrator sends the Records Notification to departments regarding the required deletion of obsolete electronic Records in Laserfiche. Included in the notification is a link to the Retention Schedule and who to contact with questions. The Records Notification includes the following:
  - Record categories that shall not be deleted due to their relevance in a legal action.
  - The list of Records eligible for deletion according to the City's Retention Schedule.
  - The date on which the obsolete Records will be deleted.
  - The deadline for a department to contact the City Clerk to prevent the deletion of the obsolete Records.
- e) Departments shall notify the City Clerk's Office by the deadline on the Records Notification if any of the Records eligible to be deleted should be exempted from deletion and shall provide a written justification for that exemption. In addition, departments shall notify the City Clerk if any of the documents on the list should be considered for continued retention due to ongoing historical value.
- f) The City Clerk sends the final list of Records eligible for deletion to the City Attorney to confirm there is no legal reason for continuing to retain these Records.
- g) The City Attorney reviews and approves the deletion of the eligible Records and send their approval to the City Clerk. The City Attorney is to notate any record that needs to be held for another twelve (12) months.
- h) On the designated date, or as soon as practicable thereafter, the City Clerk will delete the Records that have passed their retention period and have not been held for any legal or business reason.

City Clerk maintains the documentation of compliance with this in accordance with the Retention Schedule.