

## RESOLUTION 20-30

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA DECLARING A TRUSTED SYSTEM FOR THE MANAGEMENT OF HUMAN RESOURCE RECORDS

WHEREAS, the keeping of numerous records is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Lancaster;

WHEREAS, California Government Code Section 12168.7 provides uniform statewide standards for storing documents in electronic medium;

WHEREAS, the Secretary of State has adopted regulations governing 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;

WHEREAS, the Human Resources, Payroll, City Clerk and Information Technology Departments have worked together to ensure the City's document management system, and all records stored within the system, are kept in accordance with the State's trustworthy system requirements;

WHEREAS, on August 9, 2017 the City established Administrative Policy 150-04 instituting the City's standards for proper management of records;

WHEREAS, the City uses ADP to store records in PDF/A format as the system for storing electronic records;

WHEREAS, ADP has audit capabilities to track records as they're added, deleted and viewed in the system;

WHEREAS, Folder level permissions and restrictions have been established in ADP to ensure only appropriate personnel have access to records;

WHEREAS, a comprehensive Retention Schedule, Records Management Policy and established procedures are vital components of a successful, systematic Records Management System;

WHEREAS, a Trusted System consists of adopted policies, procedures and technology that meet the State of California requirements;

WHEREAS, the City uses ADP as the records for the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LANCASTER, DOES HEREBY RESOLVE, DETERMINE AND ORDER, AS FOLLOWS:

Section 1. ADP is declared the City's records storage repository.

Section 2. ADP is backed up to an onsite backup device and a copy of the backup is replicated to an offsite hosted network daily in a format that cannot be altered.

Section 3. the adopted Records Management Policy, established procedures, ADP technology establish the City of Lancaster's Trusted System.

Section 4. The City Council hereby considers electronic records stored in ADP as the City's official record and approves the destruction of paper records upon completion of quality control processes outlined in Exhibit A "Records Management Procedures."

Section 5. The Records Management Procedures attached hereto as Exhibit A are hereby approved and are considered the approved procedures for the management of electronic records.

Section 6. The City Manager, or his designee, is hereby directed to establish training for the proper storage and administration of the Records Management Policy, and established procedures for electronically stored records for the City of Lancaster.

AYES:

ABSTAIN:

APPROVED:

R. REX PARRIS  
Mayor  
City of Lancaster

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## **Attachment A**

### **City of Lancaster**

#### **Procedure for Scanning Paper Documents and Destroying the Paper**

##### **1.0 Purpose**

This document establishes the procedure to follow when scanning documents into the City of Lancaster's records repository, Laserfiche, and destroying the hard copy versions for records that have not met their retention requirements. Following this procedure provides that the paper copy versions may be destroyed without City Council approval upon completion of these established procedures.

##### **2.0 Organizations Affected**

Human Resources and Payroll divisions to include employees and temporary of the City who are acting on behalf of the City and are required to scan and add documents to the records repository.

##### **3.0 Procedure**

###### **1.1 Documents are prepped for scanning:**

1.1.1 Rubber bands removed

1.1.2 Staples removed

1.1.3 Paperclips removed

1.1.4 Pages all arranged in order and facing the same direction

1.2 The document(s) is placed on the scanner and each page scanned into the folder assigned to that document type in the records repository. The document is properly indexed according to the field requirements assigned for that document type.

1.3 The scanner, either a City employee or an employee of a third party contracted to do the scanning, must quality check the scanned document to ensure the scanned version is a true and complete copy of the original paper version to include ensuring the pages are all there, all pages are readable, and the document is properly indexed.

1.4 When scanning is complete, an index of the scanned records must be completed to identify those records that were scanned and the date scanning and quality checking were completed. The original paper records listed on the log (in substantially the format attached) will be included in the next destruction process; pursuant to Policy #150-04, and this process will take place at least annually.

[illegible]