

# STAFF REPORT

## City of Lancaster

CC {{item.number}}
6/23/2020
JC

Date: June 23, 2020

To: Mayor Parris and City Council Members

From: Nicole Theese, Senior Administrative Assistant

Subject: Establishment of City's Trusted System

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**Recommendation:**

Adopt **Resolution 20-30**, declaring a Trusted System for the management of Human Resource records.

**Fiscal Impact:**

None.

**Background:**

California Government Code Section 12168.7 provides uniform statewide standards for storing documents in electronic medium. 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.

The Human Resources, Payroll, City Clerk and Information Technology Divisions have worked together to ensure the City's document management system, and records stored within the system, are kept in accordance with the State's Trusted System requirements.

**Attachment:**

Resolution No. 20-30