



## Legislation Text

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**File #:** 13-0907, **Version:** 1

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### WITHDRAWN

~~Recommendation to approve a six month pilot program for the Long Beach Police Department and Long Beach Housing Authority Bureau for the Long Beach City Electronic Archive policy (as shown in Attachment I) to provide for the permanent retention of paper records in a secure and unalterable electronic format.~~

Since the year 2000, the City of Long Beach has recognized that the electronic storage of permanent City documents enhances government transparency and staff productivity. While more than six million document pages (comprising twenty two million images) are stored in electronic format, valuable staff labor and scarce office space are consumed until the original paper record can be destroyed.

To optimize our current electronic records management practices and mitigate the costs of keeping original paper records, it is recommended that the City adopt a pilot program that will permit the destruction of original paper documents by establishment of a trusted system policy that meets the requirements of the California Government Code.

Compliance with Government Code requirements will ensure that electronically stored records are: [1] true and accurate representations of the original information and [2] accessible to the public for the duration of the records' applicable retention period. As mandated by law, no page of any record, paper, or document shall be destroyed if the page cannot be reproduced on film with full legibility. Every un-reproducible page shall be permanently preserved in a manner that will afford easy reference.

Assuming approval of the proposed policy, every reproduction from the trusted system shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction, as the case may be, of the original. The proposed Electronic Archives Policy has been developed in accord with standards recommended by Association for Information and Image Management.

This matter was reviewed by Deputy City Attorney Gary J. Anderson, and Scott Otta from Technology Services.

City Council action on this matter is requested on October 15, 2013, in order to facilitate implementation of the pilot program.

There is no fiscal impact associated with the recommended action at this time. However, if City Departments choose to implement the Electronic Archive Policy, each Department will incur costs to convert existing hard copies to electronic ones. In addition, travel and training costs may be incurred if Department personnel attend the recommended trainings with the Office of Secretary of State or

the Association for Information and Image Management (AI 1M).

Approve recommendation.

LARRY G. HERRERA  
CITY CLERK