

ATTACHMENT E

BABCNC
DRAFT Document Retention Policy
January 7, 2024

As a governmental entity, we are required to retain records of our discussions and operations to share with members of the public on request. Records must be maintained in accordance with City guidelines.

Records such as minutes and agendas shall be maintained indefinitely. The primary repository for these records is currently our website, however storage of such documents may be maintained in any secure and reliable cloud-based location.

Community Impact Statements shall be maintained by the City through the Council Files Management System.

Records related to misconduct, complaints, claims against the City or litigation shall be maintained for five years.

Except for meeting agendas and notices and routine announcements, notifications and mailing list material, emails must be retained for three years. Generally, emails older than three years should be deleted though items may be retained long-term if desired.

Board members are responsible for maintaining their own email accounts.

When a Board member discontinues their board service, a designated administrator shall be responsible for archiving email messages that may be subject to public records requests.