



# CITY OF SACRAMENTO

## OFFICE OF THE CITY CLERK

915 I STREET SACRAMENTO, CALIFORNIA 95814  
CITY HALL ROOM 203 TELEPHONE (916) 449-5426

LORRAINE MAGANA  
CITY CLERK

June 22, 1981

Mayor and City Council  
Sacramento, California

Honorable Members in Session:

SUBJECT: Request for Microfilm

### SUMMARY

On June 19, 1981, the Budget and Finance Committee took no action on the attached report and requested it be transmitted to the City Council with an additional report on cost savings.

### BACKGROUND

The City Clerk's Office is continually faced with the problem of where to put all the records of the City Council. Records are stored in the City Clerk's Office, the basement of City Hall, and the Museum and History Department.

The City Clerk's Office has on a yearly basis microfilmed minutes, ordinances and resolutions. In the past an attempt was made to microfilm the Council agenda backup material which are considered part of Council records. Backup material has been filmed through March 1938. Efforts in this area have ceased due to lack of funds.

Due to lack of a reader-printer and duplicate microfilm for research purposes, this media has not been used in daily operations.

Through this request for funding we hope to put the current non-funded program into a budgeted ongoing program which will be utilized for not only record preservation, but will aid research and tie into the Automated Indexing System.

Section 34090 of the California Municipal Code requires cities to retain copies of vital records for lengthy periods of time. This fact, together with the ever-increasing growth in the volume of records generated annually in the City Clerk's Office, has created a critical need for improved record retention and storage procedures.

City Records are currently being stored in a variety of locations, including the basement of City Hall, the City Clerk's Office, and the Museum and History Department. This situation has caused a lack of records control, an increase in retrieval time and delays in services to the public.

In addition, the absence of duplicate copies of vital City records and the lack of secure storage areas has created a situation whereby municipal operations could be significantly interrupted in the event that a fire or other natural disaster should destroy original documents.

In consideration of the above, the City Clerk's office has undertaken an analysis of record retention and storage procedures utilized.

Exhibit A speaks to the uses of Microfilm.

Exhibit B compares the uses of a paper file, microfiche and microfilm.

Exhibit C is a cost analysis of a paper file and microfilm.

Exhibit D is the City Attorney's opinion on retention of records.

#### FINANCIAL DATA

The initial cost of a microfilm reader-printer would be approximately \$12,500.00, and an approximate \$10,000.00 per year for filming all records.

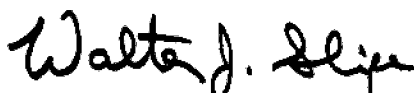
#### RECOMMENDATION

It is recommended that the City Council approve the purchase of a microfilm reader-printer at an estimated cost of \$12,500 and \$10,000 for microfilming services.

Respectfully submitted,

  
Lorraine Magana  
City Clerk

FOR TRANSMITTAL:

  
Walter J. Slife  
City Manager

June 23, 1981  
All Districts

# EXHIBIT A



## CITY OF SACRAMENTO

### OFFICE OF THE CITY CLERK

915 I STREET

CITY HALL ROOM 203

SACRAMENTO, CALIFORNIA 95814

TELEPHONE (916) 449-5425

LORRAINE MAGANA  
CITY CLERK

June 9, 1981

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: Report on Uses of Microfilm - City Clerk's Office

#### SUMMARY

The use of microfilm in the City Clerk's Office will provide file integrity, space savings and reduce the need for additional filing cabinets. As part of the program to provide a faster method of retrieving information, microfilm will enhance the Automated Indexing System.

#### BACKGROUND

On April 28, 1981, the Budget and Finance Committee requested further information on the policy consideration of microfilm.

It is the intent to have an ongoing program of microfilming the records maintained by the City Clerk's Office. The following are examples of records to be microfilmed; Minutes, Resolution, Ordinances, Agreements, Contracts, and Agenda back up material.

There are several reasons for microfilming:

1. Preservation of permanent records that are required to be kept by law. The original film will be stored at Secured Storage, Heart of California at South Lake Tahoe. A duplicate roll of film will be used for office research purposes.

State law allows the destruction of records if a viable retrieval system is used. Hence, microfilm. (See attached City Attorney's opinion).

2. While doing research, it has been found that records are either misfiled or lost. Prompt microfilming will prevent misfiling and lost records.

An example of space savings: It has been estimated that 17 rolls of film is equal to a year of agenda backup material. A year of agenda backup material now fills 2½ filing cabinets.

3. The reduction of filing cabinets and the space needed for them. Currently the City Clerk's Office is utilizing space in the basement of City Hall and in the City Clerk's Office.

Filing cabinets cost approximately \$254.00. A carousel unit holding 60 rolls of film costs approximately \$120.00. A carousel is a module unit and can fit on top of a table. Module units can be added as needs require. There are two filming systems available - microfilm and microfiche.

4. Based on cost alone, it was determined that microfilm is the way to go. There were many factors to take into consideration. One is ongoing costs for filming (see attached letter - Mark Larwood Company). The second is the cost of additional equipment if it became feasible at a later date to do our own filming. The cost of a microfilm camera is approximately \$4,000. The cost of a microfiche camera is approximately \$20,000 and \$3,500 for a duplicator.

The need for additional space is critical. Since the City Clerk's Office moved to the third floor of City Hall, the office now has a computer terminal. Further, the City Council approved the acquisition of word-processing equipment with the City Clerk's Office as the host department. By the time the move is made back to the second floor, we may find ourselves in a tight squeeze for space.

RECOMMENDATION:

It is recommended that the Budget and Finance Committee approve the purchase of a microfilm reader-printer at an estimated cost of \$12,500 and \$10,000 for microfilming services.

Respectfully submitted,

  
Lorraine Magana  
City Clerk

---

Jack R. Crist  
Director of Finance

June 16, 1981  
All Districts



# CITY OF SACRAMENTO

## DEPARTMENT OF LAW

812 TENTH ST.  
SUITE 201

SACRAMENTO, CALIF. 95814  
TELEPHONE (916) 449-5346

January 26, 1981

JAMES P. JACKSON  
CITY ATTORNEY  
THEODORE H. KOBEY, JR.  
ASSISTANT CITY ATTORNEY  
LELIAND J. SAVAGE  
SAMUEL L. JACKSON  
WILLIAM P. CARNAZZO  
SABINA ANN GILBERT  
STEPHEN B. NOCITA  
CHRISTINA PRIM  
DEPUTY CITY ATTORNEYS

### MEMORANDUM

TO: LORRAINE MAGANA, City Clerk

FROM : JAMES P. JACKSON, City Attorney  
CHRISTINA PRIM, Deputy City Attorney

RE: PROPOSED MICRO-FILMING OF CITY  
COUNCIL MEETING RECORDS

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO  
JAN 27 9 39 AM '81

Government Code Section 1/ 34090.5 provides in pertinent part:

...the city officer having custody of public records, documents, instruments, books, and papers, may, without the approval of the legislative body or the written consent of the city attorney, cause to be destroyed any or all of such records, documents, instruments, books, and papers, if all of the following conditions are complied with:

- (a) The record, paper, or document is photographed, micro-photographed, or reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards.
- (b) The device used to reproduce such record, paper, or document on film is one which accurately and legibly reproduces the original thereof in all details.
- (c) The photographs, microphotographs, or other reproductions on film are made as accessible for public reference as the book records were.
- (d) A true copy of archival quality of such film reproductions shall be kept in a safe and separate place for security purposes.  
Provided, however, that no page of any record,

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1/ All code section references herein are to the Government Code.

paper, or document shall be destroyed if any such page cannot be reproduced on film with full legibility. Every such unproducible page shall be permanently preserved in a manner that will afford easy reference.

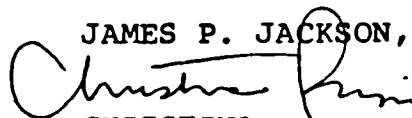
Accordingly, the proposed procedure for micro-filming City Council meeting records, outlined in your January 5, 1981 memorandum (attached), is legally permissible provided that

1. The type of microfilm used has been specifically approved by the National Bureau of Standards, U. S. Department of Commerce.
2. Your office permanently preserves (or arranges for the permanent preservation) of any part of the Council records which cannot be microfilmed to the quality level described in Section 34090.5(b).
3. The location of the reader-printer and the availability of City staff to assist the public in the operation of the reader-printer is such that the ease of public access to information contained in the microfilmed documents is not impaired.
4. Certified paper copies of original documents are available for public inspection and reproduction during the time when the originals are being micro-filmed.
5. The fee for any copy of a document made by the reader-printer does not exceed the actual reproduction cost. Section 6257.
6. The reader-printer is operable at all times during the office hours of the City. Section 6253.

The proposed procedure does not violate any City ordinance or Charter provision. Article III Section 33 of the Charter merely requires the City Clerk "to keep a permanent public record of all [city council] proceedings..."

Accurate and complete copies of original documents, including copies on microfilm, have long been legally recognized as valid public records. See Public Records Act, Section 6250 et seq.

JAMES P. JACKSON, City Attorney



CHRISTINA PRIM, Deputy City Attorney

CP:mb

Attachment



# CITY OF SACRAMENTO

## OFFICE OF THE CITY CLERK

915 I STREET  
CITY HALL ROOM 203

SACRAMENTO, CALIFORNIA 95814  
TELEPHONE (916) 448-6428

LORRAINE MAGANA  
CITY CLERK

RECEIVED  
JAN 11 1981  
CITY ATTORNEY'S OFFICE

### MEMORANDUM

TO: JAMES P. JACKSON, CITY ATTORNEY  
FROM: LORRAINE MAGANA, CITY CLERK *LM*  
SUBJECT: RETENTION OF CITY COUNCIL RECORDS  
DATE: JANUARY 5, 1981

As part of the changes being instituted in this office, it is my intent to microfilm all Council meeting records. The process will be as follows:

1. Send out Council meeting records for microfilming after meeting.
2. Check microfilm for accuracy and certification as a true copy of originals.
3. Original microfilm will be sent to Heart of California for preservation purposes.
4. A duplicate roll of microfilm will be retained by the City Clerk's office.

The duplicate roll will take the place of the original paper document and an automatic page search microfilm reader-printer will be used to retrieve any documentation.

5. The hard copy will be destroyed (However, please note that the Museum and History Department would want the paper originals).

The intent here is to insure the integrity of the City Clerk's files by eliminating misfiled and lost documents. Additional benefits would be the reduction of filing cabinets to store documents, storage space will be reduced considerably, research time looking for misfiled/lost documents will be eliminated.

In light of my intent to rely entirely on the microfilm retrieval system outlined above, is there any legal basis preventing me from doing so?



# Mark Larwood Company

P.O. BOX 1254 • 601 BERECUT DRIVE • SACRAMENTO, CA 95806  
(916) 441-6275

RECEIVED OFFICE  
CITY OF SACRAMENTO  
MAY 29 8 39 AM '81

May 26, 1981

Lorraine Magana,  
City Clerk  
City of Sacramento  
915 I Street  
Sacramento, CA. 95814

Dear Mrs. Magana:

I enjoyed having the opportunity to discuss your up-coming microfilm project with you and Anne Mason during our meeting on May 18, 1981.

Per our discussion, you requested general price schedules on both 16mm microfilm roll systems and Microfiche/Jackets systems. Listed below are those prices for your consideration:

Item A. 16mm Microfilm Roll System: . . . . . \$29.50 M/Frames

Note: Price includes security roll and cartridge for diazo duplicate.

Item B. 16mm Microfiche/Jacket System . . . . . \$64.00 M/Frame

If you need additional information, or if you have any questions, please do not hesitate to call.

Very truly yours,

MARK LARWOOD COMPANY

*Jim Gragg*  
Jim Gragg  
Marketing Manager

JG/mp

OFFICES:  
REDWOOD CITY  
SACRAMENTO  
SUNNYVALE



	PAPER FILE	MICROFICHE	MICROFILM	
DEFINITION	All Council Agenda Material, Minutes, Ordinances, Resolutions, Contracts, Agreements Plans & Specifications, and Exhibits	Documents filmed onto 4" X 6" sheet of film	Documents filmed onto roll of 5/8" X 215' film	
PROTECTIVE COVERING	None	None	Cartridge	
DURABILITY FROM USE	50 Years	Constant use of fiche will require replacement due to scratches, damage due to improper insertion into equipment	Cartridge protects roll of film from scratches and improper insertion into equipment	
FILE INTEGRITY	Experiencing lost and misfiled documents	Sheets of film are most likely to be lost or misfiled	Excellent. Chance of losing roll of film unlikely & no loss of document once filmed	
SPACE USE	5-drawer Legal Size Filing Cabinets storing a minimum of 34 meeting folders	Jacket-like envelope for film relating to a special meeting	Cartridge 1/2" deep; 4" diameter (may have at least 3 meetings on a roll)	
NUMBER OF DOCUMENTS THAT CAN BE FILMED		24X 98 Frames	16mm 4800 frames	
COST TO FILM		24X \$64.00 M/Frame	16mm \$29.50 M/Frame	
COST OF DUPLICATE (ORIGINAL TO BE STORED AT HEART OF CALIFORNIA)		Cost Included in filming cost	Cost included in filming cost	
EQUIPMENT TO HOUSE DOCUMENTS & COST	5-drawer legal size filing cabinets - now using 20 cabinets for 10 yr retention \$254.00 per cabinet	Card file box - holds 500 sheets (includes jackets) \$12.50 per file	Carousels hold 60 rolls (Module unit can be added to reach height of 63 1/2" storing 600 rolls) \$120.00 per carousel	
AUTOMATIC PAGE SEARCH AND READER-PRINTER (POSSIBLE COMPUTER INTERFACE)		\$2,000.00 (1 yr warranty) (Automatic page search or computer interface not possible)	\$9,500 to \$12,500 (depending on make)	
READER ONLY		\$250.00 to \$350.00	\$10,500.00	
READER/PRINTER WITHOUT AUTOMATIC SEARCH		Not available	\$ 4,000.00	
CAMERA		\$23,500.00 (camera and fiche duplicator)	\$ 3,000.00 (1 year warranty) (No other equipment necessary)	
PROCESSING OF MICROFILM			\$ 5.00 per roll	

BASED ON THE ABOVE, IT IS RECOMMENDED THAT MICROFILMING BE APPROVED, AS IT IS MORE COST EFFECTIVE.

	PAPER FILE	MICROFILM READER/PRINTER	COST SAVINGS (ANNUAL)
EMPLOYEE RESEARCH AND COPYING TIME	20 Minutes @ 6.00 per hour = \$3.33 100 researches per month = \$333.00 X 12= \$3,996.00 per year	5 Minutes @ 6.00 per hour = \$ .50 100 researches per month = \$50.00 X 12= \$600.00 per year	\$3,396.00 PER YEAR (AVERAGE)
EQUIPMENT	Filing Cabinets, average 2 per year @ \$254.00 per cabinet. 6 cabinets for 3 years retention = \$1,524.00	Carousel Unit equal to 3 years of documents = \$120.00	\$ 468.00 PER YEAR (APPROX.)
SPACE UTILIZATION	Museum & History 780 sq. ft. City Clerk 200 sq. ft. Basement Storage 180 sq. ft. 1,160 sq. ft. 1,160 sq. ft. @ \$.20 rental rate = \$232.00 per month, X 12= \$2,784.00 per year	17-3/8" square with stacking modules = \$.20 X 12, or \$2.40 per year	\$2,781.60 PER YEAR
BINDING OF DOCUMENTS	\$1,000.00 per year	-0-	\$1,000.00 PER YEAR
TIME SAVED IN LOCATING MISFILED DOCUMENTS			INTANGIBLE SAVINGS
TIME SAVED IN RECONSTRUCTING LOST MATERIAL			INTANGIBLE SAVINGS
TOTAL COST SAVINGS PER YEAR - LESS INTANGIBLES			\$7,645.00 PER YEAR

EXHIBIT C

THE COST SAVINGS INDICATED WOULD PAY FOR THE EQUIPMENT WITHIN TWO (2) YEARS. HOWEVER, DUE TO THE CURRENT LACK OF A TOTALLY EFFECTIVE MICROFILM PROGRAM, IT CANNOT BE PREDICTED WHAT DIRECT AND INTANGIBLE SAVINGS WILL BE REALIZED IN THE YEARS AHEAD.



EXHIBIT D  
**CITY OF SACRAMENTO**

CITY OFFICE  
CITY OF SACRAMENTO

FEB 17 8:32 AM '81

**DEPARTMENT OF LAW**

812 TENTH ST

SACRAMENTO, CALIF. 95814

SUITE 201

TELEPHONE (916) 449-5346

JAMES P. JACKSON  
CITY ATTORNEY

THEODORE H. KOBEY, JR.  
ASSISTANT CITY ATTORNEY

LELIAND J. SAVAGE  
SAMUEL L. JACKSON  
WILLIAM P. CARNAZZO  
SABINA ANN GILBERT  
STEPHEN B. NOCITA  
CHRISTINA PRIM  
DEPUTY CITY ATTORNEYS

February 12, 1981

MEMORANDUM

TO: LORRAINE MAGANA, City Clerk  
FROM: CHRISTINA PRIM, Deputy City Attorney  
RE: RETENTION OF CITY RECORDS

1. Destruction of paper originals and  
copies after microfilming.

Government Code Section 34090.5 allows the city officer with custodial responsibility for any public record to destroy at any time both the original and all paper copies of such records if:

(a) The record, paper, or document is photographed, micro-photographed, or reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards.

(b) The device used to reproduce such record, paper, or document on film is one which accurately and legibly reproduces the original thereof in all details.

(c) The photographs, microphotographs, or other reproductions on film are made as accessible for public reference as the book records were.

(d) A true copy of archival quality of such film reproductions shall be kept in a safe and separate place for security purposes.

Provided, however, that no page of any record, paper, or document shall be destroyed if any such page cannot be reproduced on film with full legibility. Every such unreproducible page shall be permanently preserved in a manner that will afford easy reference.

Accordingly, it is legally permissible to microfilm, in accordance with the standards proscribed in Section 34090.5, all documents listed on the attached schedule and subsequently destroy all originals and paper copies of the microfilmed record.

2. Destruction of paper originals and copies without microfilming.

Government Code Section 34090 generally authorizes the total destruction of any city record, document, instrument, book or paper if

- (1) such writing is no longer required, and
- (2) the City Council approves by resolution, and
- (3) the City Attorney consents in writing.

No case or statutory provision defines the circumstances in which a writing is "no longer required." However, common sense dictates that when there is a substantial probability that no citizen, city official or employee will request inspection of a document, that record is no longer needed and may be destroyed.

Although Section 34090 generally permits destruction of unused records if approved by the City Attorney and the City Council, Section 34090 mandates retention of at least one paper copy or a microfilm of the following types of documents:

Not applicable  
to any of records  
on attached  
schedule.

- (a) Records affecting the title to real property or liens thereon.
- (b) Court records.
- (c) Records required to be kept by statute.
- (d) Records less than two years old.
- (e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

Additionally, Article III, Section 33, of the City Charter requires the City Clerk to retain a "permanent record" (paper or microfilm) of all City Council proceedings:

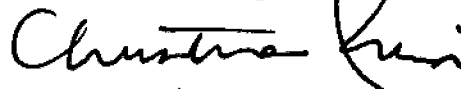
...showing all action considered and taken, motions and records, the text of ordinances and resolutions introduced or adopted and all amendments thereto proposed or adopted, and the vote of each council member regarding any matter before the city council or any committee thereof.

Therefore, the City may destroy absolutely (without retention of any paper copy or microfilm) none of the public records listed on the attached schedule which are less than two (2) years old. Furthermore, the records described in Section 33 of the Charter may never be totally destroyed.

3. Destruction of original paper documents.

There is no legal requirement that the original signed or otherwise certified form of the documents on the attached list be preserved.

JAMES P. JACKSON  
City Attorney



CHRISTINA PRIM  
Deputy City Attorney

CP:mb

Attachment

City of Sacramento.

AGENCY RETENTION SCHEDULE

PAGE 1 OF 3

AGENCY/DEPARTMENT City Clerk.

ADDRESS: 915 I St. Rm 203  
CITY OF SACRAMENTO

PHONE: 449-5426

DEPARTMENT HEAD: Lorraine Magana, City Clerk.

RECORDS SUPERVISOR: Lorraine Magana  
FH '80

AUTHORIZING SIGNATURE:

RECORDS SERIES TITLE	RETENTION PERIOD		LOCATION		BASIS FOR SCHEDULE		FINAL DISPOSITION		REMARKS
	ACTIVE	INACTIVE	ACTIVE	INACTIVE	LEGAL CODE	ACTUAL	ARCHIVES	DESTROY	
Agreements	Per.		Vault		1921 Charter, Sec. 35		X		Microfilm-1 yr.
Annexations	1 yr.	Perm.	Store Room	Archives	"		X		" " "
Auditors Reports-Annual	5 yrs.	5 yrs.	Minute Record	Store Room	Sec. 36		X		Microfilm in chrono. order.
Bids Accepted	<del>5 yrs.</del>	<del>5 yrs.</del>	Store Room	Store Room			X		
Bids Unaccepted	5 yrs	5 yrs.	Minutes Records	Same				Perm.	Microfilm in chrono. order
Budgets	Perm.	-	Vault	Vault	Sec. 36		X		
Claims	5 yrs.	5 yrs.	Minute Records	Store Room				10 yrs.	Microfilm in chrono. order.
Contracts	2 yrs.	4 yrs.	Vault	Store Room			X		
Council Minute Books	Perm. (10 yrs)	Perm.	Vault	Archives	Sec. 36		X		Microfilm-1 yr
Deeds	Perm.	Perm.	Vault	Archives	Sec. 35		X		Microfilmed by County Records
Elections	6 yrs.	4 yrs.	Office	Store Room, Archives			X		

AGENCY/DEPARTMENT City Clerk

ADDRESS: 915 I St. Rm 203

PHONE: 449-5426

DEPARTMENT HEAD: Lorraine Magana, City Clerk.

RECORDS SUPERVISOR: Lorraine Magana

AUTHORIZING SIGNATURE:

RECORDS SERIES TITLE	RETENTION PERIOD		LOCATION		BASIS FOR SCHEDULE		FINAL DISPOSITION		REMARKS
	ACTIVE	INACTIVE	ACTIVE	INACTIVE	LEGAL CODE	ACTUAL	ARCHIVES	DESTROY	
Franchises	Perm.	Perm.	Archives	Archives			X		Microfilm -1 yr.
General Correspondence	1 yr.	1 yr.	Office	Office				Annual Review	
Leases	Perm.	Perm.	Vault	Vault	Sec. 35		X		Microfilm-1 yr
Legislative Index	Perm.	Perm.	Office	Office			X		Microfilm-5 yrs
Minute Files	5 yrs.	5 yrs.	Office	Store Room, Archives	Sec. 36		X		Microfilm in chrono. order
Municipal Code-original	Perm.	Perm.	Vault	Vault, Archives	Sec. 36		X		
Municipal Code-copies	Perm, Superseded	-	Vault	Office, Archives			X		
Ordinances	Perm.	-	Vault	Archives	Sec. 36		X		Microfilm-1 yr.
Ordinances (not adopted)	5 yrs.	5 yrs	Office	Store room					Kept in Minute Files
Ordinances-History Cards, 1, 2, 3, & 4th Series	Perm.	Perm.	Office	Office	Sec. 36		X		Microfilm-1 yr
Ordinances (unbound master set)	Perm.	Perm.	Office	Office	Sec. 36		X		

