

## **RESOLUTION NO. 112-2025**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME DECLARING LASERFICHE A TRUSTED SYSTEM AND ADOPTING (1) A RECORDS MANAGEMENT POLICY, (2) PROCEDURES FOR MANAGING RECORDS, AND (3) PROCEDURES FOR SEARCHING, STORING, AND DELETING RECORDS IN LASERFICHE**

**WHEREAS**, the keeping of numerous records related to City business ("Records") is not required after a certain period of time for the effective and efficient operation of the government of the City of Burlingame; and

**WHEREAS**, Section 34090, et seq, of the Government Code of the State of California provides the parameters whereby any City Record that has served its purpose and is no longer required may be destroyed, including the requirement that certain Records be reproduced on a "Trusted System," as defined in California Government Code Section 12168.7, prior to destruction; and

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

**WHEREAS**, the Secretary of State has adopted Trustworthy Electronic Document or Record Preservation regulations located in Chapter 15, Division 7, Title 2 of the California Code of Regulations, which govern the recording, storing, and reproducing of Records in electronic media where the intent is to destroy the original hard copy and maintain the electronic copy as the official Record; and

**WHEREAS**, the City Clerk and the Finance Director have worked together to ensure that the City's document management system, and all Records stored within the system, are kept in accordance with the State's Trusted System requirements and the Trustworthy Electronic Document or Record Preservation regulations; and

**WHEREAS**, on June 18, 2018, the City Council adopted Resolution Number 084-2018, creating a Records Retention Schedule that established procedures for retaining City Records in active files and inactive files, and for disposing of Records when they are no longer needed for administrative, fiscal, historical, or legal purposes; and

**WHEREAS**, the City uses Laserfiche to electronically store Records in PDF format; and

**WHEREAS**, Laserfiche has audit capabilities to track Records as they're added, deleted, and viewed in the system; and

**WHEREAS**, folder level permissions and restrictions have been established in Laserfiche to ensure only appropriate personnel have access to Records; and

**WHEREAS**, the Records Management Policy, attached hereto as Exhibit A, has been developed for the implementation of the Retention Schedule and to provide for the routine transfer of Records into Laserfiche; and

**WHEREAS**, Procedures for Managing Records, attached hereto as Exhibit B, has been developed for the implementation of the Retention Schedule and to provide for the routine transfer of Records into Laserfiche during the normal course of business; and

**WHEREAS**, Procedures for Searching, Storing, and Deleting Records in Laserfiche, attached hereto as Exhibit C, has been developed for the implementation of the Retention

Schedule and to provide for the routine transfer of Records into Laserfiche during the normal course of business; and

**WHEREAS**, the Laserfiche Cloud Security and Compliance document, attached hereto as Exhibit D, outlines Laserfiche's governance and compliance including its WORM compliance for SEC 17a-4, privacy regulatory compliance, and that it is SOC 2 Type 2 certified; and

**WHEREAS**, collectively, the City's comprehensive Retention Schedule, Records Management Policy, Procedures for Managing Records, and the Laserfiche technology constitute a Trusted System in accordance with State law.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF BURLINGAME DOES HEREBY RESOLVE, DETERMINE, AND ORDER, AS FOLLOWS:**

1. Laserfiche is declared the City's Records storage repository; and
2. Laserfiche is backed up, and the backup copy is stored offsite on a routine schedule in a format that cannot be altered; and
3. The Records Management Policy attached hereto as Exhibit A is hereby approved and is considered the approved policy for the management of the City's records, both paper and electronic; and
4. The Procedures for Managing Records attached hereto as Exhibit B are hereby approved and are considered the approved procedures for the management of paper and electronic Records; and
5. The Procedures for Searching, Storing, and Deleting Records in Laserfiche attached hereto as Exhibit C are hereby approved and are considered the approved procedures for the utilization of Laserfiche; and
6. The adopted Retention Schedule, Records Management Policy, Procedures for Managing Records, Procedures for Searching, Storing, and Deleting Records in Laserfiche, and Laserfiche technology collectively, establish the City of Burlingame's Trusted System; and
7. Electronic Records stored in Laserfiche as deemed the City's official Record, and the City Council approves the destruction of paper Records upon completion of quality control processes outlined in Exhibit B, "Procedures for Managing Records"; and
8. Electronic Records stored in Laserfiche can be deleted in adherence with the adopted Retention Schedule and with under the processes outlined in Exhibit C, "Procedures for Searching, Storing, and Deleting Records in Laserfiche; and
9. The City Clerk is hereby directed to establish training for the proper administration of the Records Retention Schedule, Records Management Policy, Procedures for Managing Records, and the Procedures for Searching, Storing and Deleting Records in Laserfiche for the storage of paper and electronic Records in the City of Burlingame.

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Peter Stevenson, Mayor

I, Meaghan Hassel-Shearer, City Clerk of the City of Burlingame, certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on the 6th day of October, 2025 and was adopted thereafter by the following vote:

**AYES:** Brownrigg, Colson, Pappajohn, Stevenson, Thayer

**NOES:** None

**ABSENT:** None

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Meaghan Hassel-Shearer, City Clerk