

FISCAL IMPACT REPORT

General Information:

(Check) Bill: _____ Resolution: X

Short Title(s): Records Retention and Management

Sponsor(s): Councilor Alma Castro

Reviewing Department(s): City of Santa Fe Clerk's Office

Staff Completing FIR: Geralyn Cardenas Date: March 29, 2023 Phone: 505-955-6519

Reviewed by City Attorney: *Marcos Martinez* Date: 03/31/2026
Marcos Martinez (Mar 31, 2026 16:55:59 MDT)

Reviewed by Finance Director: *Andrea Phillips* Date: 04/02/2026
ANDREA PHILLIPS (Apr 2, 2026 10:55:44 MDT)

Summary:

The City of Santa Fe's current record retention and maintenance of documents is outdated and does not include guidelines and procedures on how to archive digital records. The resolution repeals Resolution No. 2003-33 and would adopt a new record retention and maintenance schedule, which is attached as "Exhibit A".

Departments Affected:

All City of Santa Fe Departments

Consequences of Not Enacting Legislation:

If this legislation is not adopted, the City will continue to have an outdated records management process and will continue to lack formal guidelines for maintaining digital records. The Records and Archives Center will soon run out of space to store records.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:

Resolution No. 2003-33

Performance and Administrative Implications:

The Records and Archives Center will soon run out of space.

Fiscal Implications:

None.

Fiscal Impact

X Check here if no fiscal impact.

Expenditures

Expenditure Type	FYE __	FYE __	FYE __	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
<u>Personnel and Benefits*</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	
<u>Capital Outlay</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	
<u>Contractual/</u>	\$ _____	\$ _____	\$ _____		_____	_____	
<u>Professional Services</u>							
<u>Operating</u>	\$ _____	\$ _____	\$ _____		_____	_____	\$ _____
<u>Total:</u>	\$ _____	\$ _____	\$ _____				\$ _____

* This includes all staff time associated with executing the job functions of the proposed legislation.

Expenditure Narrative:

Revenue

Revenue Type	FYE __	FYE __	FYE __	Recurring (R) or Non-recurring (NR)	Fund
General Fund	\$ _____	\$ _____	\$ _____	_____	_____
Special Revenue	\$ _____	\$ _____	\$ _____	_____	_____
CIP	\$ _____	\$ _____	\$ _____	_____	_____
Enterprise	\$ _____	\$ _____	\$ _____	_____	_____
Internal Service	\$ _____	\$ _____	\$ _____	_____	_____
Trust and Agency	\$ _____	\$ _____	\$ _____	_____	_____
Federal	\$ _____	\$ _____	\$ _____	_____	_____
Other	\$ _____	\$ _____	\$ _____	_____	_____
Total	\$ _____	\$ _____	\$ _____		

Revenue Narrative:

Signature: 

Email: gfcardenas@santafenm.gov

Signature:

Email: