




**Date:** March 31, 2026

**To:** Governing Body, Quality of Life Committee, Finance Committee

**From:** Christina Montoya, Records Management Technician CM

**Via:** Geralyn Cardenas, City Clerk 

**RE:** Resolution for Records Retention and Management

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## EXECUTIVE SUMMARY:

This resolution repeals Resolution No. 2003-33 and proposes to adopt a new records information management and retention policy to include digital records. The new schedule is attached to the proposed resolution as “Exhibit A”.

## BACKGROUND:

The City of Santa Fe’s (“City”) current record retention and maintenance of documents is an outdated process and does not currently have guidelines and procedures on how to archive digital records.

The Records and Archives Center needs an upgrade and is moving toward a more eco-friendly environment by reducing the City’s paper consumption. Upon adoption of this Resolution we would have the ability to digitize records that are currently being physically stored in the Records and Archives Center.

## ATTACHMENTS:

Resolution  
FIR