

# **CITY OF COLUSA**

## **RESOLUTION NO. 04-24**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA ADOPTING A DOCUMENT MANAGEMENT POLICY CONTAINING CERTAIN RECORDS RETENTION SCHEDULES AND RECORDS DESTRUCTION GUIDELINES**

**WHEREAS**, California Government Code §34090 et seq. sets forth certain legal requirements relating to the management and retention of certain municipal records; and

**WHEREAS**, Senate Bill 742 approved by the California State Government on September 7, 1999, required the Secretary of State to establish, publish, update, and maintain on a permanent basis guidelines for local government records retention (Government Code §12236); and

**WHEREAS**, retention guidelines have been provided to the City which have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California; and

**WHEREAS**, said guidelines were used as a baseline and tailored to the City of Colusa; and

**WHEREAS**, technological advances have made available new ways to copy, store and retrieve records; and

**WHEREAS**, this Council recognizes that, notwithstanding their legal value, certain records of the City have longer administrative, fiscal, and historic value; and

**WHEREAS**, it is appropriate and feasible to deal with public and other administrative records in a responsible, economic, and timely manner; and

**WHEREAS**, a survey of City records has been completed followed by review and analysis of related codes and regulations to determine the value of those records surveyed; and

**WHEREAS**, a Document Management Policy, including specific retention periods and destruction guidelines, has been recommended for the records surveyed; and

**WHEREAS**, said Document Management Policy including the retention periods and destruction procedures have been reviewed by the City Manager, City Clerk, and each department or division responsible for the records surveyed; and

**WHEREAS**, it has been determined that the recommended Document Management Policy and recommended retention periods and destruction guidelines comply with Federal and State statutes and generally accepted records management practices.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Colusa hereby approves, designates and declares:

1. The Document Management Policy attached hereto containing departmental Records Retention Schedules and Citywide Records Destruction Guidelines is hereby adopted.

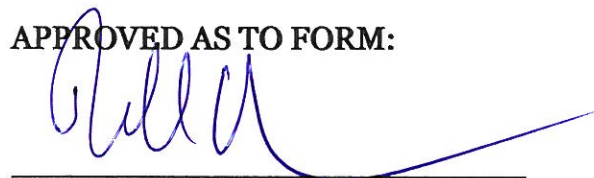
2. The City Clerk is authorized to modify the Document Management Policy including the Records Retention Schedule and Records Destruction Policy as new records are added and as Federal and State laws change that impact the City's Document Management Policy. On an annual basis the City Clerk will bring before the Council a report and status of the Document Management Policy highlighting any changes that have occurred.

3. Staff is directed to use the Secretary of State Local Government Records Management Guidelines, in conjunction with City Clerk's Association of California Local Government Records Retention Guidelines as basis to establish the City of Colusa Records Retention Schedule (Senate Bill 742 approved September 7, 1999, adding Government Code §12236).

ADOPTED as a Resolution of the City Council of the City of Colusa at a regular meeting duly held on the 1<sup>st</sup> day of June 2004.

  
RODNEY L. BIGGS, MAYOR

APPROVED AS TO FORM:

  
TEDD A. MEHR, CITY ATTORNEY


ATTEST:

  
BARBARA JOHNSON, CITY CLERK

STATE OF CALIFORNIA )  
COUNTY OF COLUSA ) §  
CITY OF COLUSA )

I, Barbara Johnson, City Clerk of the City of Colusa, do hereby certify that the foregoing is a true and correct copy of Resolution No. 04-24 adopted by the City Council of the City of Colusa, California at a regular meeting thereof held on the 1<sup>st</sup> day of June 2004 by the following vote:

AYES:	Walker, Crippen, Reische, Rogers & Biggs.
NOES:	None.
ABSENT:	None.

  
Barbara Johnson, City Clerk