

RESOLUTION NO. 25-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA ADOPTING THE RECORDS RETENTION SCHEDULE, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AND RESCINDING RESOLUTION 04-24

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Colusa; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the City of Colusa previously adopted Resolution No. 04-24 adopting a Document Management Policy containing certain Records Retention Schedules and Records Destruction Guidelines.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES RESOLVE AS FOLLOWS:

Section 1. Resolution No.04-24 is hereby repealed.

Section 2. The records of the City of Colusa, as outlined in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and under the provision of said schedule upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney without further action by the City Council of the City of Colusa.

Section 3: Updates are hereby authorized to be made to the Records Retention Schedule, without any further action by the City Council, with the consent of the Department Head, City Clerk, City Attorney and City Manager.

Section 4. The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 5. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Council of the City of Colusa on August 5, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RYAN CODORNIZ, MAYOR

ATTEST

Shelly Kittle, City Clerk