

RESOLUTION NO. 08-04-2025-C

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA ADOPTING AN UPDATED RECORDS RETENTION POLICY AND SCHEDULE INCLUDING DIGITAL RECORDS MANAGEMENT

WHEREAS, the City Council recognizes the importance of a records retention policy to ensure efficient government operations, legal compliance, public transparency, and proper management of historical records; and

WHEREAS, California Government Code § 34090 authorizes public entities to prescribe retention and destruction procedures for records that are no longer required, and § 34090.7 permits the destruction of duplicate records less than two years old; and

WHEREAS, California Government Code § 12236 mandates that local government agencies follow guidelines published by the Secretary of State's Local Government Records Program; and

WHEREAS, new state law (e.g. 2025 updates) reinforces electronic access requirements per AB 1637;

WHEREAS, Government Code § 34090.5 permits the destruction of original records after they have been duly reproduced in a trustworthy electronic format, such as scanned images or PDF/A files, provided they are retained in accordance with best practices and are accessible for public inspection when required; and

WHEREAS, the City's updated Records Retention Policy includes procedures for maintaining scanned and digitized records, including ensuring fidelity, access, and long-term storage integrity; and

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The City Council hereby adopts the Records Retention Policy and Schedule (Attachment A), which classifies all City records by category and establishes authorized retention and disposition periods.
2. The City Administrator, City Clerk, or designee is authorized to destroy records in accordance with the adopted Schedule, provided any duplicates less than two years old may be removed per GC §34090.7.
3. Records destruction must follow documented procedures, including review, certification by department heads, review by the City Attorney where required, and retention of a destruction log.
4. This Resolution supersedes Resolution No. 06-05-2006-A and remains in effect until revised or rescinded by the Council.

5. Records that have been scanned or digitized in accordance with California Government Code § 34090.5 and the California Secretary of State's Local Government Records Management Guidelines may be retained in digital format, and the original paper records may thereafter be destroyed, provided the following conditions are met:

- The digital version is accurate, complete, and readable.
- The digital format is non-proprietary and compliant with industry standards (e.g., PDF/A or TIFF).
- The digital files are stored securely, backed up, and remain accessible throughout the retention period.
- A certificate or log of scanning and destruction is maintained.
- Destruction of original paper copies must follow the same approval and documentation process as other destruction of records.

PASSED AND ADOPTED by the City Council at its regular meeting on August 4, 2025, by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

Ann Segerstrom, Mayor, City of Sonora

ATTEST: _____
Tracy Skelly, City Clerk, City of Sonora

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