



CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: August 4, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Tracy Skelly, Administrative Services Officer/City Clerk

SUBJECT: Consider the Adoption of Resolution 08-02-2025-C and Approval of the Updated Records Retention Policy and Schedule

RECOMMENDATION:

Consider the Adoption of Resolution 08-02-2025-C and Approval of the Updated Records Retention Policy and Schedule.

BACKGROUND:

The existing policy (Resolution 06-05-2006-A) has not been substantially reviewed or updated in nearly two decades. The Secretary of State's Local Government Records Program (LoCal) recommends periodic review and alignment with current guidelines and legal changes. New state laws (e.g. AB 1637) introduce additional requirements regarding electronic record access and usage by City agencies.

DISCUSSION / ANALYSIS:

Key changes include newly structured destruction procedures, including formal certification, legal review, and record-keeping of destruction. Defined Legal Hold provisions to suspend destruction of records under investigation or litigation. Clarified retention periods aligned with audits, federal/state requirements, and administrative business needs. Formal authority delegated to the City Clerk / Department Heads, and notification to the City Administrator to destroy records in compliance with the Council-adopted schedule and Government Code requirements. Policy includes a review cycle every five years or upon legislative updates.

Ensures compliance with Government Code §§ 34090, 34090.7, and § 12236. Reduces storage costs and administrative burden by removing obsolete records systematically. Protects the City in litigation by following formally adopted retention periods and documented destruction. Enhances public transparency and responsiveness through a clear policy structure.

FISCAL IMPACT:

No Fiscal Impact to the General Fund. Potential savings on storage and compliance risk.



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ATTACHMENTS:

- Updated Records Retention Schedule
- Resolution 08-04-2025-C

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering