

RESOLUTION 25-26-*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK
APPROVING AN UPDATE TO THE PUBLIC RECORDS RETENTION SCHEDULE
AND RESCINDING RESOLUTION 07-08-26 AND RESOLUTION 16-17-35**

WHEREAS, the California Public Records Act requires all local governments to adopt a public records retention and destruction program and schedule; and

WHEREAS, a system for managing the City's information assets, including records retention schedules for the final disposition and scheduled destruction of records and working papers that are no longer needed for administrative, legal, fiscal, historical, or research purposes, is deemed appropriate and essential for the effective conduct of the City's government process; and

WHEREAS, the City of Sutter Creek previously adopted a retention schedule in 2008 by Resolution 07-08-26 and amended it in 2017 by Resolution 16-17-35; and

WHEREAS, the City is required to maintain a retention schedule that is in compliance with current State law; and

WHEREAS, while the retention schedule is intended to assist the City in managing its records in a manner consistent with federal and state law it does not constitute acknowledgment of the existence or non-existence of any record; and

NOW, THEREFORE, BE IT RESOLVED that in accordance with Section 34090 of the California Government Code and Local Government Records Management Guidelines established by the Secretary of State under California Government Code Section 12236, the City Council does hereby approve the revised Records Retention Schedule (Exhibit A) and authorizes the disposal of records once their stated retention periods have expired.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on the 2nd day of September, 2025 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Claire Gunselman, Mayor

ATTEST:

Aaron Wolcott, City Clerk