

**TOWN OF TRUCKEE
California**

RESOLUTION 2023-49

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TRUCKEE UPDATING THE
TOWN'S RECORDS MANAGEMENT PROGRAM AND RETENTION SCHEDULE**

WHEREAS; the Truckee Town Council, the Town Clerk, Town Attorney, and Town Manager, along with all Town staff, have responsibility under Federal and State law regarding open access to public records; and

WHEREAS; the Town's Clerk's department addresses these responsibilities with the utmost attention, as reflected in the Clerk's "Why Statement" as: "Providing access to government to preserve public trust." This access includes the records of how the Town conducts the public's business; and

WHEREAS; as part of these responsibilities, the Town maintains a Records Management Program, manual and records retention schedule so the public has confidence they can access important documents and there is not an undue burden in maintaining records when no longer needed; and

WHEREAS; acknowledging it is time to update the Records Management Program manual and adopt the Records Retention Schedule, staff contracted with Kaizen InfoSource to review the Town's current Records Management Program and provide program updates; and

WHEREAS; Kaizen InfoSource provided a manual and the Town has an updated records retention schedule from Diana Gladwell; and

NOW THEREFORE BE IT RESOLVED BY THE TRUCKEE TOWN COUNCIL TO: approve the attached Records Management Program manual and retention schedule for immediate implementation by Town departments.

NOW BE IT FURTHER RESOLVED, Council directs the Town Clerk and Town Attorney to maintain the retention schedules for the Town of Truckee in accordance with Federal and State Laws and regulations.

NOW BE IT FURTHER RESOLVED, the records of the Town as set forth in the Town's Records Retention Schedule are hereby authorized to be destroyed as provided by California Government Code Section 34090 et seq. in accordance with the provision of the retention schedules upon the written request of the Department Head and consent of the Town Clerk, without further action by the Town Council of the Town of Truckee.

The foregoing resolution was introduced by _____, seconded by _____, at a regular meeting of the Truckee Town Council, held on the ___ day of _____, 202_ and adopted by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Lindsay Romack, Mayor

Judy Price, MMC, Town Clerk