

RESOLUTION NO. 2007-276

Adopted by the Sacramento City Council

May 15, 2007

APPROVING RECORDS RETENTION SCHEDULING AND DISPOSITION MANAGEMENT; REPEALING RESOLUTION NO. 2004-377; AND REPEALING RESOLUTION NO. 76-181

BACKGROUND:

- A. The City of Sacramento is committed to managing its records according to best practices to ensure business, audit, legal, historical and regulatory requirements are met.
- B. Government Code of the State of California § 34090 provides for a procedure whereby any City record which has served its purpose and is no longer required may be destroyed.
- C. Resolutions 76-181 and 2004-377 do not meet current records management best practices; the provisions are in conflict with each other and should be repealed.
- D. Records Retention Schedules are not static; schedules must continually be updated as business processes, legal requirements and regulatory changes dictate.
- E. City staff has identified a reasonable and repeatable records retention review process.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1: The records of the City of Sacramento are hereby authorized to be destroyed as provided in sections 34090 et seq. of the California Government Code without further action by the City Council.
- Section 2: The City Clerk is authorized to adopt, and amend as necessary, a records retention schedule consistent with Section 1 of this resolution and that requires greater retention periods for City records than those periods required by sections 34090 et seq. of the California Government Code or other applicable provisions of state and federal law.
- Section 3: Resolutions 76-181 and 2004-377 are hereby repealed.

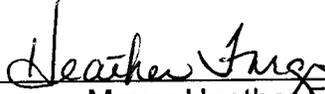
Adopted by the City of Sacramento City Council on May 15, 2007 by the following vote:

Ayes: Councilmembers, Cohn, Fong, Hammond, McCarty, Pannell, Sheedy, Tretheway, Waters and Mayor Fargo.

Noes: None.

Abstain: None.

Absent: None.



Mayor Heather Fargo

Attest:



Shirley Concolino, City Clerk