

RESOLUTION NO. 2008-242

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS
RETAINED BY THE CITY CLERK'S OFFICE**

WHEREAS, on March 26, 2008, the City Council approved Resolution No. 2008-63 establishing a policy for the retention of records maintained by the City Clerk's Office; and

WHEREAS, at the close of the 2007 calendar year, certain records became eligible for retention review and were audited by the City Clerk's Office; and

WHEREAS, certain records, as indicated on the attached Exhibit A, have been reviewed and determined to hold no administrative or historical value; and

WHEREAS, the City Attorney has filed written consent to the destruction of the records indicated on Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk Grove that:

1. The records heretofore identified are no longer required.
2. The City Attorney has given written consent to the destruction of the records inventoried on Exhibit A and the destruction of those records is hereby authorized.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 12th day of November 2008.



GARY DAVIS, MAYOR of the
CITY OF ELK GROVE

ATTEST:



SUSAN J. BLACKSTON, CITY CLERK

APPROVED AS TO FORM:



SUSAN COCHRAN, CITY ATTORNEY

EXHIBIT A

2008 LIST OF RECORDS FOR DESTRUCTION
CITY OF ELK GROVE, CITY CLERK'S OFFICE

The following list of records is requested to be destroyed pursuant to City of Elk Grove Resolution No. 2008-63:


1. 2000 through 2005 Unsuccessful Bid Submittals
2. 2000 through 2005 Unsuccessful Request for Proposal Submittals
3. 2000 through 2005 Requests for Information
4. 2000 through 2005 Returned envelopes (*i.e. undeliverable*) for Public Hearing Notices
5. 2000 through 2005 Affidavits of Agenda Postings
6. 2000 through 2004 City Clerk General Correspondence (*e.g. facsimile receipts; cover letters forwarding documents to the Recorder's Office and transmitting information; notification letters regarding filing obligations and committee applicants of their appointment or non-selection; general incoming communications; outdated rosters of regional boards, committees, and commissions, etc.*)
7. 2000 through 2004 Candidate applications for service on City Committees and Commissions – non-appointed
8. February 22, 2006 through June 30, 2008 City Council meeting audio tapes – duplicate records (*i.e. to be erased and reused; Note: Video recordings are available for these meetings.*)

I certify that I have reviewed the above records and authorize their destruction:


Susan J. Blackston, City Clerk

October 16, 2008
Date

APPROVED FOR DESTRUCTION:


Susan Cochran, City Attorney

27 October 2008
Date

**CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2008-242**

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) **ss**
CITY OF ELK GROVE)


I, Susan J. Blackston, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on November 12, 2008 by the following vote:

AYES : COUNCILMEMBERS: *Davis, Hume, Cooper, Leary, Scherman*

NOES: COUNCILMEMBERS: *None*

ABSTAIN : COUNCILMEMBERS: *None*

ABSENT: COUNCILMEMBERS: *None*


**Susan J. Blackston, City Clerk
City of Elk Grove, California**