

RESOLUTION NO. 2008-63

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
ESTABLISHING POLICY FOR THE RETENTION OF RECORDS MAINTAINED BY
THE CITY CLERK'S OFFICE**

WHEREAS, the City Clerk is charged with the custody and safekeeping of the legislative and other official records of the City; and

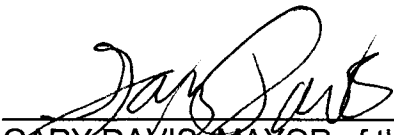
WHEREAS, the responsible maintenance of the City's records includes adopting policy for the retention and disposition of records; and

WHEREAS, Government Code Section 34090 requires the legislative body to approve policy for the disposition of records that are no longer required;

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

- 1) adopts the Records Retention Schedule for records maintained by the City Clerk, Exhibit A, as consented to by the City Attorney in accordance with GC 34090 et seq; and
- 2) authorizes the City Clerk to employ technological methods to provide for the storage and recovery of records as provided by statute; and
- 3) authorizes the City Clerk to designate and preserve unique records representative of the City's history.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 26th day of March, 2008.



GARY DAVIS, MAYOR of the
CITY OF ELK GROVE

ATTEST:



SUSAN J. BLACKSTON,
ASSISTANT CITY CLERK

APPROVED AS TO FORM:



SUSAN COCHRAN, CITY ATTORNEY

CITY CLERK

| RECORD SERIES TITLE / SUBTITLE AND DESCRIPTION | VITAL | TOTAL RETENTION | STATUTORY REFERENCE |
|---|-------|--------------------|---------------------|
| Administrative Files | | | |
| Appeals – Administrative and legislative | | CLOSE + 2 | GC 34090 |
| Bids / Proposals – Unsuccessful (Those that did not result in a contract) | | CLOSE + 2 | GC 34090 |
| Claims – Filed against the city for personal and property damage | | CLOSE + 5 | CCP 335 et seq. |
| Duplicate records – Audio/video tapes, video tapes, copied records | | CREATED + 90 days | GC 34090.7 |
| Legal Notices – mailings, postings, publications, affidavits thereto | | EVENT + 2 | GC 34090 |
| Mailing and distribution lists (originals and copies) – Obsolete forms, logs, manuals, policies, procedures, reports | | CURRENT + 2 | GC 34090(d) |
| Oaths of Office, Elected Officials | | TERM OF OFFICE + 6 | 29 USC 1113 |
| Requests for Information – Includes Public Records Act requests; research for internal staff | | CLOSED + 2 | GC 34090 |
| Boards, Committees, Commissions | | | |
| Applications (appointed); includes oath of office, correspondence | | PERMANENT | ADMIN DEC |
| Applications (non-appointed) | | 2 | GC 34090 |
| Rosters (City Council appointed) | | CURRENT + 2 | GC 34090 |
| Rosters (Regional) | | CURRENT + 2 | GC 34090 |
| Contracts | | | |
| Contracts for Services, Equipment, Supplies | X | TERM + 5 | CCP 337.2, 343 |
| Subdivision Agreements | X | TERM + 5 | CCP 337.2, 343 |
| Bonds, Deposits, Guarantees of Good Faith, Warranties (held as security in connection with performance of work for the City/parcel maps/subdivision work) | X | COMPLETION OF WORK | |

Consent: 

 SUSAN BURNS COCHRAN, CITY ATTORNEY

DATE: 20 March 2008

Adopted by Resolution No. 2008 –

CITY CLERK

| RECORD SERIES TITLE / SUBTITLE AND DESCRIPTION | VITAL | TOTAL RETENTION | STATUTORY REFERENCE |
|---|-------|-----------------------------|--------------------------|
| Election Files | | | |
| Ballots | | ELECTION + 6 months | EC 17306 GC 57129 |
| Candidate Files – Nomination petition, supporting files related to candidacy | | TERM + 4 | EC 17100 |
| Petitions – Initiative, Referendum, Recall | | EXAM OR ELECTION + 8 months | EC 17200 EC 17400 |
| Legislative Records – City Council/Planning Commission/Boards, Committees, Commissions | | | |
| Agendas | | PERMANENT | GC 34090 |
| Minutes | X | PERMANENT | GC 34090 |
| Ordinances | X | PERMANENT | GC 34090 |
| Resolutions | X | PERMANENT | GC 34090 |
| Staff Reports – includes supplemental submittals | | PERMANENT | ADMIN DEC GC 50115 |
| Political Reform Act Filings | | | |
| Campaign Disclosure Statements – Elected Officials (controlled/supporting committees) | | PERMANENT | GC 81009(b) |
| Campaign Disclosure Statements – Unsuccessful candidates (controlled/supporting committees) | | ELECTION + 5 | GC 81009(b) |
| Campaign Disclosure Statements – Measures; committees formed to support or oppose measures | | OPEN + 7 | GC 81009(e) |
| Ethics Training Certificates | | TERM + 5 | GC 53235.2(b) |
| Lobbyist Employer Reports (copy; original filed w/Secretary of State) | | CURRENT + 4 | GC 34090(a) |
| Statements of Economic Interests – 87200 Filers (copies) | | DUE DATE + 4 | GC 81009(f) |
| Statements of Economic Interests – Designated Filers (originals) | | DUE DATE +7 | GC 81009(e) |
| Real Property Records | | | |
| Deeds | X | PERMANENT | GC 34090(a) |
| Easements | X | PERMANENT | GC 34090(a) |
| Easements, Temporary Construction | X | TERM + 2 | ADMIN DEC GC 34090(d) |
| Liens | X | PERMANENT | GC 34090(a) |

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2008-63

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

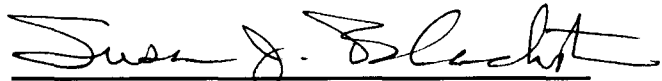
I, Susan J. Blackston, Assistant City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on March 26, 2008 by the following vote:

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

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN : **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*



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