

**RESOLUTION NO. 2014-52**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
ESTABLISHING POLICY FOR THE RETENTION OF EMAIL AND VOICE RECORDS  
MAINTAINED BY THE CITY'S IT SERVICES**

**WHEREAS**, City of Elk Grove IT Services is charged with the custody and safekeeping of the voice and electronic mail 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 of Elk Grove IT Services, which includes continuous pruning of records as defined in the Exhibit A, as consented to by the City Attorney in accordance with GC 34090, et seq. and set up in the archiving system; and
- 2) Authorizes the City of Elk Grove IT Services to employ technological methods to provide for the storage, recovery, and deletion of records as provided by statute.

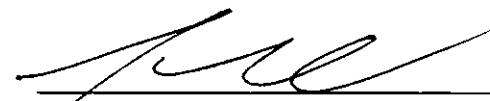
**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 12<sup>th</sup> day of March 2014.

  
\_\_\_\_\_  
GARY DAVIS, MAYOR of the  
CITY OF ELK GROVE

ATTEST:

  
\_\_\_\_\_  
JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JONATHAN P. HOBBS,  
CITY ATTORNEY

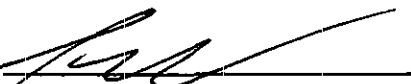
# City Of Elk Grove - Records Retention Schedule

## Information Technology Services - Records Retention/Disposition Schedule

Record Description	Automated	Retention	Justification
<b>Telephone Recordings</b>			
Synapps Call Replay	Yes	1 Year	GC 34090.8 / 34090.6(a,b)
User Identified Extended Retention	No	User Defined	
<b>Email Archiving</b>			
Automated Email Archiving	Yes	2 Years	GC 34090(d)
User Defined Legal Retention	No	User Defined	GC 34090

**NOTE:**

Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the city attorney the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required.

Consent:   
 Jonathan P. Hobbs, City Attorney

Date: 2/24/14

**Adopted by Resolution No. 2014-**

**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2014-52**

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

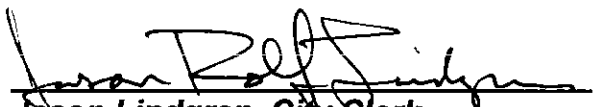
***I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on March 12, 2014 by the following vote:***

**AYES :        COUNCILMEMBERS:        *Davis, Cooper, Detrick, Hume, Trigg***

**NOES:        COUNCILMEMBERS:        *None***

**ABSTAIN :    COUNCILMEMBERS:        *None***

**ABSENT:     COUNCILMEMBERS:        *None***

  
**Jason Lindgren, City Clerk  
City of Elk Grove, California**