

**RESOLUTION NO. 2015-238**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
AUTHORIZING THE THE HEADS OF CITY DEPARTMENTS TO DESTROY  
RECORDS IN ACCORDANCE WITH CITY COUNCIL APPROVED RECORD  
RETENTION SCHEDULES PURSUANT TO GOVERNMENT CODE SECTION 34090**

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

**WHEREAS**, since 2008, the City Council, with the written consent of the City Attorney, have established policies for the retention of records maintained by the following departments: Finance, Police, Fleet and Facilities, Building, Code Enforcement, Public Works, Planning, and Information Technology; and

**WHEREAS**, City departments have requested the destruction of records based on the approved department retention schedules on an annual basis; and

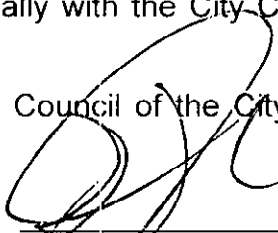
**WHEREAS**, Government Code Section 34090 allows that with the approval of the legislative body by resolution and the written consent of the city attorney the head of a city department may destroy any city record under their charge after the same is no longer required; and

**WHEREAS**, the City Council desires to streamline the process for annual record destruction review by City departments.

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

- 1) The heads of City departments, with the written consent of the City Attorney, are authorized to destroy any City record under their charge in accordance with the City Council approved department record retention schedule; and
- 2) The heads of City departments with approved department record retention schedules are required to file annually with the City Clerk the list of records destroyed.

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 9<sup>th</sup> day of December 2015.

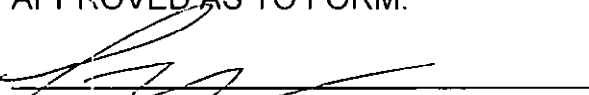


\_\_\_\_\_  
GARY DAVIS, MAYOR of the  
CITY OF ELK GROVE

ATTEST:

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

APPROVED AS TO FORM:

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

**CERTIFICATION**  
**ELK GROVE CITY COUNCIL RESOLUTION NO. 2015-238**

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

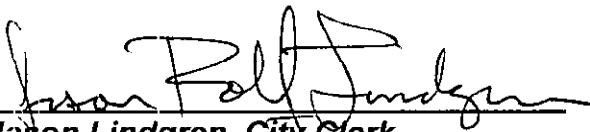
*I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on December 9, 2015 by the following vote:*

**AYES :**        **COUNCILMEMBERS:**     *Davis, Ly, Detrick, Hume, Suen*

**NOES:**       **COUNCILMEMBERS:**     *None*

**ABSTAIN :**   **COUNCILMEMBERS:**     *None*

**ABSENT:**    **COUNCILMEMBERS:**     *None*

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