

RESOLUTION NO. 5054

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED
BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF
CALIFORNIA**

WHEREAS, maintaining certain records is unnecessary after a certain period of time for the effective and efficient operation of the government of the City of Soledad; and

WHEREAS, Section 34090 of the Government Code, of the State of California, provides a procedure whereby a City record which has served its purpose and is no longer required may be destroyed.

WHEREAS, Staff has compiled a list City records for destruction (Exhibit A), which has been approved by the City Attorney, and is recommending that the City Council authorize the destruction of said records.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Soledad as follows:

Section 1. The records of the City of Soledad as set forth in Exhibit A, attached hereto and incorporated herein by this reference are hereby authorized to be destroyed as provided by Section 34090 of the Government Code of the State of California.

Section 2. The provisions of Section 1 above do not authorize the destruction of:

- a. Records affecting the title of real property or liens thereon
- b. Court Records
- c. Records that are required to be kept by statute
- d. Records less than two (2) years old (except with regard to referendum petitions, which the Elections Code provides may be destroyed eight months after the election)
- e. Minutes, ordinances, or resolutions of the City Council, of the City of Soledad, or of a City Board or Commission

Section 3. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

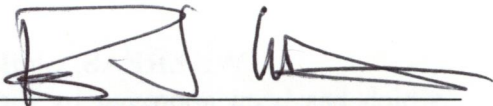
PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 4th day of February 2015 by the following vote:

AYES, and in favor thereof, Councilmembers: Christopher K. Bourke, Patricia Stephens, Mayor Pro Tem Alejandro Chavez and Mayor Fred J. Ledesma

NOES, Councilmembers: None.

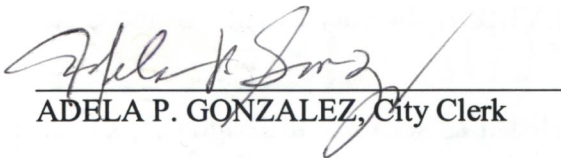
ABSENT, Councilmembers: Richard J. Perez

ABSTAIN, Councilmembers: None.



FRED J. LEDESMA, Mayor

ATTEST:



ADELA P. GONZALEZ, City Clerk

CITY OF SOLEDAD
REQUEST FOR DESTRUCTION OF FILES

Department: MISCELLANEOUS DEPARTMENTS

Date: February 4, 2015

| Description | Date Range | Retention Schedule | Comments |
|---|------------|--------------------|----------|
| Public Records Request – Lackie, Dammeier & McGill, | 2009 | CL+2 yrs. | |
| Public Records Request – SEIU, | 2008 | CL+2 yrs. | |
| Livewire File | 2003 | CU+2 | |
| SB 90 Claim | 2009-2010 | CL+6 | |
| Fire Department Time Sheets | 2008 | AU+6 yrs. | |



Department Director

2-5-15
Date



City Manager/City Clerk

2-5-15
Date

City Attorney

Date

* CU = Current Year
AU = Audit Year
CL = Closed/Completion

10/1/20

Dear Mr. [Name],

I am writing to you regarding the [Topic]...

I hope this information is helpful to you.

Thank you for your time and attention.

Sincerely,
[Signature]

[Address]