

RESOLUTION NO. 5193

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
ADOPTING THE CITY OF SOLEDAD RECORDS RETENTION SCHEDULE**

WHEREAS, the State of California and the Federal Government have specified time periods for which public records are required to be retained; and

WHEREAS, it is necessary for the efficient operation of the City to follow a procedure for the retention of certain vital City documents and other records; and

WHEREAS, the City's basic statutory requirements regarding its records retention are set forth in Sections 34090 and 34090.5 of the California Government Code; and

WHEREAS, the systematic destruction of records that are no longer required expedites the filing and retrieval of documents needed for current operations; and

WHEREAS, department directors have reviewed the City of Soledad Records Retention Schedule, and agrees only to destroy records that are no longer required, in strict compliance with the retention periods set forth in the attached Schedule; and

WHEREAS, it is understood that each City Department shall periodically prepare a list, approved by the Department Director, City Manager and City Attorney, of those records to be destroyed pursuant to the City of Soledad Records Retention Schedule and a corresponding Certificate of Destruction to be kept in the permanent file; and

WHEREAS, it is understood that no records will be destroyed if they affect the title to real property or liens thereon, are court records, or are the original minutes, ordinances or resolutions of the City Council, of the City of Soledad, or of a City Board or Commission; and

WHEREAS, it is understood that the office of the City Attorney will be consulted concerning specific records retention requirements when there is a City record for which no reference in the City of Soledad Records Retention Schedule seems to apply; and

WHEREAS, records for destruction will be listed on the Request for Destruction of Records form, herein marked as **Attachment A**.

NOW THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Soledad that the City of Soledad Records Retention Schedule, a copy of which is attached here to as **Exhibit A** and by this reference incorporated herein, is hereby approved.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Soledad duly held on the 6th day of July, by the following vote:

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

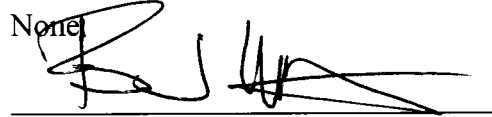
NOES, Councilmembers: None

ABSTAIN, Councilmembers:

None

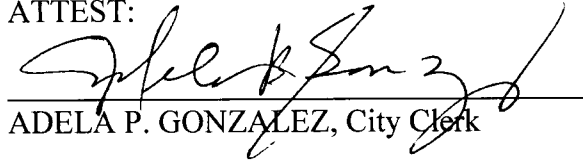
ABSENT, Councilmembers:

None



FRED J. LEDESMA, Mayor

ATTEST:



ADELA P. GONZALEZ, City Clerk

