

RESOLUTION NO. 5333

**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 California Government Code 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 of 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 California Government Code.

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 6th day of September 2017, by the following vote:

AYES, and in favor thereof, Councilmembers: Christopher Bourke, Mayor Pro Tem Alejandro Chavez, Anna Velazquez, Carla Stewart and Mayor Fred Ledesma

NOES, Councilmembers: None

ABSENT, Councilmembers: None

ABSTAIN, Councilmembers: None



Fred J. Ledesma, Mayor

ATTEST:



Michael McHatten, City Clerk

**CITY OF SOLEDAD
REQUEST FOR DESTRUCTION OF FILES**

Department: City Manager/Administration **Date:** September 6, 2017

Description	Date Range (Date of Separation)	Retention Schedule	Comments
Personnel Files – Inactive (Sworn)	1990's-2008	T+5	63 files
Personnel Files – Inactive (Non-Sworn)	1990's-2010	T+3	63 files
Recruitment Files – Inactive	1996 - 3/2014	CL+3	38 files
Training Files – Inactive Employees	1990's-2008	T+7	6 files
Misc. Confidential Personnel Matters – Inactive Employees	2002-2013	T+2	10 files
Background Investigations (Non-hire)	2005-2014	CL+2	17 files
Form I9, Employment Eligibility Verification – Inactive Employees	Various; prior to 2015	Hire date + 3 or Termination +1; whichever date is later	88 forms
Business Licenses	FY 2011/12	T+4	1 box

Legend: CU=Current Year AU=Audit Year CL=Closed/Completion T=Termination
S=Supersede

[Signature]
Department Director

9/8/17
Date

[Signature]
City Manager/City Clerk

9/8/17
Date

City Attorney

Date

