

RESOLUTION NO. 18-004

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES
ADOPTING A RECORDS RETENTION SCHEDULE, AUTHORIZING DESTRUCTION OF
CERTAIN CITY RECORDS AND RESCINDING PREVIOUS RESOLUTION 95-130

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Paso Robles; and

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

WHEREAS, the State of California has adopted guidelines for retention period for various government records; and

WHEREAS, the City Council previously adopted Resolution 95-130 adopting a Records Retention Schedule; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. Based on the information contained in the staff report, testimony presented during the public hearing, and responses thereto, the City Council hereby finds and determines that:

- a. Resolution No. 95-130 is hereby rescinded.
- b. The Citywide and department specific Retention Schedules are adopted and shall be used in helping the City comply with State law.
- c. The City Council hereby establishes a Records Retention Schedule, attached as Exhibit A, and incorporated herein by reference to be a part of this Resolution.

Section 3. The City Council hereby approves the Records Retention Policy, Citywide Retention Schedule and Department-specific Retention Schedules, in substantially the form attached hereto as Exhibit A, and incorporated herein by reference, and authorizes the City Manager to implement all Retention Schedules, subject to any minor, technical, or non-substantive changes as approved by the City Manager and the City Attorney.

Section 4. The City Council hereby approves Records Retention Schedules, attached hereto as Exhibit A, and incorporated herein by reference, and hereby authorizes the records of the City of Paso Robles to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California, and in accordance with the provision of said schedule, upon the request of the Department Head, and with the written consent of the City Clerk or Deputy City Clerk, and City Attorney, without further action by the City Council of the City of Paso Robles,

Section 5. With the consent of the City Clerk or Deputy City Clerk, City Manager, and City Attorney, minor updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council. Minor updates include changes in Department or Division names, improvements in descriptions, changes in comments, deleting records series that are no longer applicable, and/or what is scanned. Changes in the Total Retention and/or adding new records series must be presented to the City Council prior to taking affect.

Section 6. The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 7. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 8. This resolution shall become effective immediately upon its passage and adoption.

APPROVED this 16th day of January, 2018, by the following vote:

AYES: Strong, Gregory, Hamon, Reed, Martin

NOES:

ABSENT:

ABSTAIN:



Steven W. Martin, Mayor

ATTEST:



Kristen L. Buxkemper, Deputy City Clerk

Exhibit A

Thank you for your interest in obtaining a copy of our records retention schedules, produced for the City by Gladwell Governmental Services, Inc. The schedules are protected by various U.S. and international intellectual property laws and cannot be disseminated to, or copied, or used in whole or part by third parties without Gladwell Government Services, Inc. prior written permission; interested parties may submit a Public Records Request and the City will contact Gladwell Governmental Services, Inc. and inform them of the request.