

RESOLUTION NO. 2004-377

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF MAY 25 2004

**RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND
AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS**

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 Sacramento; 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;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SACRAMENTO
DOES RESOLVE AS FOLLOWS:**

Section 1. The records of the City of Sacramento, as set forth in the Records Retention Schedule, on file in the Office of the City Clerk, are hereby authorized 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 consent in writing of the City Attorney, without further action by the City Council of the City of Sacramento.

Section 2. 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 3. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 4. This resolution shall become effective immediately upon its passage and adoption.

FOR CITY CLERK USE ONLY

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HEATHER FARGO

MAYOR

ATTEST:

SHIRLEY CONCOLINO

City Clerk

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