

GARDEN GROVE CITY COUNCIL

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE, CALIFORNIA, APPROVING THE RECORDS RETENTION SCHEDULE FOR THE GARDEN GROVE FIRE DEPARTMENT AS PROVIDED BY THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA, AND AMEND RESOLUTION NO. 9321-15

WHEREAS, the keeping of numerous records is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Garden Grove;

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record that has served its purpose and is no longer required may be destroyed, and the destruction of said records will not interfere with the services and functions of the City; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Garden Grove does amend Resolution No. 9321-15 as provided herein.

BE IT FURTHER RESOLVED that the City Council of the City of Garden Grove does establish the following:

SECTION 1. The Garden Grove Fire Department Records Retention Schedule as set forth on Exhibit A, which schedule is attached hereto and incorporated herein by this reference, are hereby authorized to be managed as provided by Section 34090 of the Government Code of the State of California and in accordance with the provisions of said schedule. The City Clerk's Office, may destroy records per the retention schedule with the consent in writing of the City Attorney, without further action by the City Council.

SECTION 2. Notwithstanding the provisions of Section 1, the duplicates of records not less than two (2) years old that are no longer required are hereby authorized to be destroyed as set forth in the attached Exhibit A.

SECTION 3. Paper records retained for longer than two (2) years may be destroyed if there is an electronic copy, whereas the electronic copy will become the original permanent copy.

SECTION 4. The destruction of any record as provided for herein shall be by burning, shredding, or other effective method of destruction.

SECTION 5. The term "records" as used herein shall include documents, instruments, books, microfilm, emails, electronic files and documents, CD's or paper.

SECTION 6. Records not identified on the schedule will follow County, State or Federal Guidelines for retention and/or destruction.

SECTION 7. This Resolution is effective upon its adoption.

Exhibit A

Garden Grove Fire Department Records Retention Schedule