

GARDEN GROVE CITY COUNCIL

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE, CALIFORNIA, ADOPTING THE RECORDS RETENTION AND DESTRUCTION MANUAL FOR CITY RECORDS AS PROVIDED BY THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA, AND RESCINDING RESOLUTION NO. 9321-15

WHEREAS, the keeping 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 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;

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

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

SECTION 1. The City of Garden Grove Records Retention and Destruction Manual ("Manual") attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby adopted as the official records retention schedule for the City and authorized to be managed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provisions of said schedule.

SECTION 2. With the consent of the City Clerk, City Manager, and City Attorney, updates are hereby authorized to be made to the Manual and retention schedules without further action by the City Council when necessary to maintain compliance with State or Federal laws and regulations.

SECTION 3. The City Clerk's Office may destroy records per the schedule in the Manual upon the request of the Department Director and with the consent in writing of the City Attorney, without further action by the City Council.

SECTION 4. 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 Manual.

SECTION 5. 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 6. The destruction of any record as provided for herein shall be by shredding or other effective method of destruction.

SECTION 7. The term "records" as used herein shall include documents, instruments, books, microfilm, emails, electronic files and documents, thumb drives, CD's or paper.

SECTION 8. Records not identified on the schedule in the Manual will follow State or Federal statutes, regulations, or guidelines.

SECTION 7. This Resolution is effective upon its adoption.

Exhibit A

City of Garden Grove Records Retention and Destruction Manual