

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Scott C. Stiles  
Dept.: City Manager  
Subject: ADOPTION OF A RESOLUTION  
APPROVING A RECORDS RETENTION  
SCHEDULE AS PROVIDED BY THE  
GOVERNMENT CODE OF THE STATE OF  
CALIFORNIA, AND RESCINDING  
RESOLUTION NO. 7712-94

From: Kathy Bailor  
Dept.: City Manager  
Date: September 22, 2015

OBJECTIVE

The purpose of this report is to request the City Council adopt the attached Resolution approving the Records Retention Schedule for City-wide public records and to rescind Resolution No. 7712-94.

BACKGROUND

In October 1994, the City Council adopted Resolution No. 7712-94, which approved a City-wide retention schedule. Since that time records management has dramatically changed in the storage, maintenance, and destruction of documents. The 1994 retention schedule does not address these changes.

DISCUSSION

The action requested will provide direction for the implementation of the newly-adopted City-wide public records retention and destruction schedule.

The records destruction protocol, with the records retention and destruction schedule, will provide the essential tools for City staff to implement standardized, effective and economical records management. Adoption of the proposed resolution will provide the formal structure by which the records retention and destruction schedule will be administered.

FINANCIAL IMPACT

There is no financial impact.



ADOPTION OF A RESOLUTION APPROVING A RECORDS RETENTION SCHEDULE AS PROVIDED BY THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA, AND RESCINDING RESOLUTION NO. 7712-94

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RECOMMENDATION

It is recommended that the City Council:

- Adopt the attached Resolution approving the Records Retention Schedule for City records and rescind Resolution No. 7712-94



KATHLEEN BAILOR

City Clerk, CMC



By: Denise Kehn  
Records Specialist

Attachment 1: Resolution

Attachment 2: City of Garden Grove Records Retention Schedule

Recommended for Approval



Scott C. Stiles  
City Manager



GARDEN GROVE CITY COUNCIL

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE, CALIFORNIA, ADOPTING THE RECORDS RETENTION SCHEDULE FOR CITY RECORDS AS PROVIDED BY THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA, AND RESCINDING RESOLUTION NO. 7712-94

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 rescind Resolution No. 7712-94.

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

SECTION 1. The City of Garden Grove Records Retention Schedule as set forth in groups 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 schedule 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 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.

SECTION 7. This Resolution is effective upon its adoption.