

RESOLUTION NO. ____-2018

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL
ADOPTING A RECORDS RETENTION SCHEDULE, AUTHORIZING
DESTRUCTION OF CERTAIN CITY RECORDS, AND RESCINDING PRIOR
RESOLUTION 3806-2015**

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 Fort Bragg; 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 retention period guidelines for various government records; and

WHEREAS, the City of Fort Bragg adopted a previous Records Retention Schedule on April 27, 2015 by adopting Resolution 3806-2015;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby resolve as follows:

Section 1. Resolution 3806-2015 is hereby rescinded.

Section 2. The records of the City of Fort Bragg, as set forth in the Records Retention Schedule attached hereto as Exhibit A and incorporated herein by this reference, 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 Clerk and City Attorney, without further action by the City Council of the City of Fort Bragg.

Section 3. With the consent of the City Clerk, City Manager, and City Attorney, updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council.

Section 4. 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 5. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 24th day of September, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:

LINDY PETERS
Mayor

ATTEST:

June Lemos, CMC
City Clerk