

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CHULA VISTA APPROVING A REVISED CITYWIDE
RECORDS RETENTION SCHEDULE ORIGINALLY
ADOPTED PURSUANT TO PREVIOUS RESOLUTION NO.
17577

WHEREAS, the maintenance of numerous records is costly, 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 Chula Vista; and

WHEREAS, the State of California has adopted guidelines for retention periods for various government records; and

WHEREAS, in general, Section 34090 of the Government Code of the State of California provides a procedure whereby City records which have served their purpose and are no longer required may be destroyed; and

WHEREAS, the City Council previously adopted Resolution 17577 adopting a records retention schedule in 1994; and

WHEREAS, an update to the records retention schedule (the "Records Retention Schedule") is necessitated by changes in records-related statutes, changes in the types of records maintained by the City, evolving technology, and the need to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chula Vista, that it hereby approves a revised Records Retention Schedule.

BE IT FURTHER RESOLVED by the City Council of the City of Chula Vista, that it:

1. Authorizes records of the City of Chula Vista, as set forth in the Records Retention Schedule, attached hereto as Exhibit 1 and incorporated herein by this reference, to be destroyed as provided by Section 34090 of the California Government Code and in accordance with the provision of said schedule upon request of the Department Head and with consent in writing of the City Clerk, the Finance Director and the City Attorney, without further action by the City Council of the City of Chula Vista.
2. Authorizes, with the consent of the City Clerk, City Manager and City Attorney, updates to be made to the Records Retention Schedule without further action by the City Council of the City of Chula Vista.

3. Acknowledges the term “records” as used herein shall include documents, instructions, books, microfilms, electronic files, magnetic tape, optical media or papers; as defined by California Government Code Section 6250 *et seq.* (the “California Public Records Act”).
4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.
5. This resolution shall become effective immediately upon its passage and adoption.

Presented by:

Approved as to form by:

Kerry K Bigelow
City Clerk

Glen R. Googins
City Attorney