

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE APPROVING A MODIFIED CITYWIDE
RECORDS RETENTION SCHEDULE AND AUTHORIZING
DESTRUCTION OF CERTAIN CITY RECORDS**

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

WHEREAS, on January 27, 2009, the City Council adopted a comprehensive Citywide Records Retention Schedule, which standardizes the length of time records are kept according to all applicable legal, fiscal, administrative and historic requirements; and

WHEREAS, on October 11, 2011, the Council adopted a modified Citywide Records Retention Schedule as a result of a major restructuring of City departments that occurred effective July 1, 2009; and

WHEREAS, on November 24, 2020, the Council adopted a modified Citywide Records Retention Schedule as a result of further restructuring of City departments and

WHEREAS, since 2020, there has been additional restructuring of City departments and there have also been updates in State and Federal laws regarding the retention and disposition of various government records; and

WHEREAS, the Citywide Records Retention Schedule has been reviewed and substantially modified to reflect the organizational changes and legal updates that have occurred since 2020; and

WHEREAS, Section 34090 of the Government Code of the State of California establishes a procedure whereby any City record which has served its purpose and is no longer required may be destroyed, subject to approval by the City Attorney and the City Council; and

WHEREAS, the City Council considered the adoption of a modified Citywide Records Retention Schedule at its May 13, 2025 meeting and a corresponding staff report relating to the same.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE
DOES RESOLVE AS FOLLOWS:**

1. The modified Records Retention Schedule, dated May 13, 2025, a copy of which is permanently on file in the Legislative and Information Services Department and is incorporated herein as Exhibit A, is hereby approved and adopted.

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2. The records set forth in the Records Retention Schedule are hereby authorized to be destroyed as provided by Government Code Sections 34090 et seq. and in accordance with the provisions of said retention schedule, upon the written request of the Department Director, review and approval by the City Attorney, and the written consent of the City Clerk, without further action by the City Council.
3. The City Council does hereby direct the City Clerk, in consultation with the City Manager and City Attorney, to review State and Federal regulations annually and to update the Records Retention Schedule, as determined to be necessary and appropriate.
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 (Government Code Sections 6250 et seq.)
5. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.
6. This Resolution shall become effective immediately upon its passage and adoption.

On motion by Council Member _____, seconded by Council Member _____, and by the following roll call vote, to wit:

AYES:

NOES:

ABSTAIN:

the foregoing Resolution was adopted on this 13th day of May, 2025.

CAREN RAY RUSSOM, MAYOR

ATTEST:

JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:

MATTHEW DOWNING, CITY MANAGER

APPROVED AS TO FORM:

ISAAC ROSEN, CITY ATTORNEY

EXHIBIT A