

CITY OF MOUNTAIN VIEW
RESOLUTION NO.
SERIES 2017

A RESOLUTION AMENDING CITY COUNCIL POLICY A-9,
DESTRUCTION OF CITY RECORDS

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mountain View hereby amends Council Policy A-9 (Exhibit A), Destruction of City Records, to ensure the destruction process for obsolete records is conducted in accordance with State and Federal guidelines, as outlined in the Citywide Records Retention Schedule, with authorization by the department head, City Attorney, and City Clerk.

LB/7/RESO
430-11-28-17r-E

Exhibit: A. City Council Policy A-9

CITY COUNCIL POLICY

SUBJECT: DESTRUCTION OF CITY RECORDS

NO.: A-9

PURPOSE:

To authorize the destruction of certain City records in accordance with Citywide Records Retention Schedules (RRS).

POLICY:

Authorization is given for the destruction of City records as permitted by Section 34090 of the Government Code, and other State and Federal guidelines referenced in the RRS, upon written consent of the appropriate department head, the City Attorney, and the City Clerk, when such records become obsolete.

The following records may not be destroyed:

1. All recorded documents.
2. Minutes of the City Council or City boards and commissions.
3. Ordinances.
4. Resolutions.

All other documents that are required by law to be maintained permanently may be stored electronically as long as the digitized version is archived in a reliable, secured, and trusted system, or unless otherwise required by law.

Revised: November 28, 2017, Resolution No. _____

Revised: June 12, 2001, Resolution No. 16609

Revised: March 8, 1976, Resolution No. 10843

Effective Date: April 28, 1975, Resolution No. 10460

CNL POL

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