

RESOLUTION NO. 2017-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, APPROVING REVISIONS TO THE CITY'S RECORDS RETENTION SCHEDULE AND APPROVING THE ANNUAL DESTRUCTION OF DOCUMENTS MAINTAINED CITYWIDE IN ACCORDANCE WITH THE CITY OF POMONA RECORDS RETENTION SCHEDULE

WHEREAS, the City Council adopted Resolution No. 2006-114 on September 18, 2006, approving a City of Pomona Records Retention Schedule in order to ensure that proper retention periods have been applied and that an adequate paper trail exists for all City materials and records prior to destruction;

WHEREAS, the City Council adopted Resolution No. 2008-68 on June 16, 2008, Resolution No. 2008-106 on September 22, 2008, Resolution No. 2009-168 on October 5, 2009, Resolution No. 2010-123 on October 4, 2010, Resolution No. 2011-121 on September 19, 2011, Resolution No. 2012-167 on October 15, 2012, Resolution No. 2013-90 on September 9, 2013, Resolution No. 2014-118 on October 20, 2014, and Resolution No. 2016-1 on January 11, 2016 approving revisions to the City of Pomona Records Retention Schedule and/or authorizing destruction of records as recommended by the Records Committee;

WHEREAS, in an effort to ensure a sound records management program, the Citywide Records Retention Policy shall be reviewed and updated regularly every two (2) years;

WHEREAS, in accordance with Pomona City Code Section 2-1127(e), the City Clerk is seeking City Council approval to make minor revisions to the Records Retention Schedule, as outlined in Exhibit "A," and to destroy specific original and duplicate documents, which have met the statutory retention requirements and have been determined to be of no legal value or administrative or historical interest and are no longer needed; and

WHEREAS, the records contained in the attached Exhibit "B" in writing, pursuant to Pomona City Code Section 2-1127(e) and Government Code Section 34090 shall be subject to final review and consent for destruction by the City Attorney.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pomona as follows:

SECTION 1. That pursuant to the authority granted to the City Council by the Pomona City Code, the revisions to the City of Pomona Records Retention Schedule attached hereto as Exhibit "A" are hereby approved.

SECTION 2. That the documents specifically listed in the Records Destruction Schedule, attached hereto as Exhibit "B" are hereby approved for destruction.

SECTION 3. That the City Clerk shall attest to the passage of this resolution and it shall thereupon be in full force and effect.

Resolution No. 2017-

April 3, 2017

Page 1 of 2

APPROVED AND ADOPTED THIS 3rd DAY OF APRIL 2017.

ATTEST:

CITY OF POMONA:

Eva M. Buice, MMC, City Clerk

Tim Sandoval, Mayor

APPROVED AS TO FORM:

Arnold Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF POMONA

I, EVA M. BUICE, MMC, CITY CLERK of the City of Pomona do hereby certify that the foregoing Resolution was adopted at a Regular Meeting of the City Council of the City of Pomona held on the 3rd day of April 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Pomona, California, this ____ day of _____ 2017.

Eva M. Buice, MMC, City Clerk