



RESOLUTION 2009- 03

AUTHORIZING THE CITY CLERK TO DESTROY
CERTAIN RECORDS IN ACCORDANCE WITH APPLICABLE
RETENTION SCHEDULES

WHEREAS , Government Code 12236, passed by the 1999 California State Legislature, authorized the Secretary of State to establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies; and

WHEREAS , according to Government Code Section 14740, California's Records Management Program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records." Effective records management ensures that records are kept **only** as long as they have some administrative, fiscal, or legal value; and

WHEREAS, when records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. These principals apply to all level of government.

NOW, THEREFORE, BE IT RESOLVED BY THE TRINIDAD CITY COUNCIL;

- Section 1: The City of Trinidad adopts the Local Government Records Management Guidelines as set forth by the Secretary of State.
- Section 2. The City Clerk, on recommendation of the appropriate Department Heads, is hereby authorized and directed to destroy the records listed on Exhibit "A" attached hereto.
 - Section 3. On completion, the City Clerk is requested to provide the City Council certificates, attesting to the execution of this directive.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County in the State of California this 14th day of January, 2009.

I, certify that the foregoing Resolution was duly adopted by the City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Stan Binnie
Mayor

EXHIBIT A

Records Destruction List

File Type	Creation	Retention Period	Description
Accounts Payable	Pre – 2003	5 years	
Cancelled checks	Pre – 2002	6 years	
Water bill stubs & receivable records	Pre – 2004	3 years	
Clerk's general correspondence files	Pre – 1998	3 years	
Employee Timesheets	Pre – 2000	7 years	
Agenda reports/packets	Pre – 2000	3 years	