

1 RESOLUTION NO.

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
3 RIVERSIDE, CALIFORNIA ADOPTING THE RECORDS  
4 RETENTION SCHEDULES FOR ALL CITY DEPARTMENTS AND  
AUTHORIZING THE DESTRUCTION OF CERTAIN CITY  
RECORDS AND REPEALING RESOLUTION NO. 23011.

5 WHEREAS, different City records should be kept for various lengths of time in order to  
6 comply with the provisions of law and needs of the City; and

7 WHEREAS, certain records can be legally and properly destroyed and Section 34090 of the  
8 California Government Code sets forth a procedure whereby a City record which has served its  
9 purpose and is no longer required may be destroyed; and

10 WHEREAS, said procedure requires the approval of the legislative body by resolution as  
11 well as certain other requirements as to the retention schedule, and this resolution is intended to  
12 provide such legislative approval; and

13 WHEREAS, this resolution is further intended to amend and repeal the existing records  
14 retention schedules for all City Departments, which will facilitate the orderly and efficient retention  
15 and destruction of the records of the City.

16 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Riverside as  
17 follows:

18 Section 1: The records of the City Departments of the City of Riverside, as set forth in  
19 the approved departmental Records Retention Schedules collectively attached hereto as Exhibit "A"  
20 and incorporated herein by reference, are hereby authorized to be destroyed as provided by Section  
21 34090 of the Government Code of the State of California and in accordance with the provisions of  
22 said schedules without further action by the City Council of the City of Riverside, provided,  
23 however, that no records may be destroyed pursuant to said schedules without the prior written  
24 approval of the Department Head and the City Attorney. These schedules apply to all records  
25 regardless of media, e.g., paper, electronic, microfilm, etc.

26 Section 2: The provisions of Section 1 above does not authorize the destruction of  
27 records affecting the title to real property or liens thereon, original court records, records required to  
28

1 be kept by statute, records of less than two years old, and the minutes, ordinances, or resolutions of  
2 the legislative body or of a City board or commission.

3 Section 3: The destruction of any record as provided for herein shall be by burning,  
4 shredding or other effective method of destruction and said destruction shall be witnessed by the  
5 City Clerk or a designated representative.

6 Section 4: Pursuant to the procedures described in Section 34090.5 of the Government  
7 Code of the State of California as that section exists on the date of the adoption of this resolution or  
8 as it may be amended in the future, and notwithstanding the provisions of Section 5 of this  
9 resolution, the City officer having custody of public records, documents, instruments, books, and  
10 papers, may without the approval of the City Council or the written consent of the City Attorney,  
11 cause to be destroyed any or all of the records, documents, instruments, books, and papers, if all of  
12 the following conditions are complied with:

13 (a) The record, paper, or document is photographed, microphotographed, reproduced by  
14 electronically recorded video images on magnetic surfaces, recorded in the electronic data  
15 processing system, recorded on optical disk, reproduced on film or any other medium that is a  
16 trusted system and that does not permit additions, deletions, or changes to the original document, or  
17 reproduced on film, optical disk, or any other medium in compliance with Section 12168.7 of the  
18 Government Code for recording of permanent records or nonpermanent records.

19 (b) The device used to reproduce the record, paper, or document on film, optical disk, or  
20 any other medium is one which accurately and legibly reproduces the original thereof in all details  
21 and that does not permit additions, deletions, or changes to the original document images.

22 (c) The photographs, microphotographs, or other reproductions on film, optical disk, or  
23 any other medium are made as accessible for public reference as the original records were.

24 (d) A true copy of archival quality of the film optical disk, or any other medium  
25 reproductions shall be kept in a safe and separate place for security purposes.

26 (e) No page of any record, paper, or document shall be destroyed if any page cannot be  
27 reproduced on film with full legibility. Every unreproducible page shall be permanently preserved  
28 in a manner that will afford easy reference.

1 Section 5: The reproduction of an original record produced in accordance with Section 4  
2 shall be deemed to be an original record and a transcript, exemplification, or certified copy of any  
3 reproduction shall be deemed to be a transcript, exemplification, or certified copy of the original.

4 Section 6: Resolution No. 23011 is hereby repealed in its entirety.

5 ADOPTED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2020.  
6

7  
8 \_\_\_\_\_  
9 WILLIAM R. BAILEY, III  
10 Mayor of the City of Riverside

11 Attest:

12 \_\_\_\_\_  
13 COLLEEN J. NICOL  
14 City Clerk of the City of Riverside

15 I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the  
16 foregoing resolution was duly and regularly introduced and adopted at a meeting of the City Council  
17 of said City at its meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2020, by the following vote, to  
18 wit:

19 Ayes:

20 Noes:

21 Absent:

22 Abstain:

23 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the  
24 City of Riverside, California, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.  
25

26 \_\_\_\_\_  
27 COLLEEN J. NICOL  
28 City Clerk of the City of Riverside

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