

1 RESOLUTION NO.

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
3 RIVERSIDE, CALIFORNIA ADOPTING THE RECORDS
4 RETENTION SCHEDULE: CITY-WIDE STANDARDS FOR ALL
5 CITY DEPARTMENTS AND AUTHORIZING THE DESTRUCTION
6 OF CERTAIN CITY RECORDS AND REPEALING RESOLUTION
7 NO. 23548.

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

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

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

16 WHEREAS, this resolution is further intended to amend and repeal the existing records
17 retention schedules for all City departments, which will facilitate the orderly and efficient retention
18 and destruction of the records of the City.

19 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Riverside as
20 follows:

21 Section 1: The records of the City departments of the City of Riverside, as set forth in the
22 approved departmental Records Retention Schedule: City-Wide Standards collectively attached
23 hereto as Exhibit "A" and incorporated herein by reference, are hereby authorized to be destroyed as
24 provided by Section 34090 of the Government Code of the State of California and in accordance
25 with the provisions of said schedule without further action by the City Council of the City of
26 Riverside, provided, however, that no records may be destroyed pursuant to said schedule without
27 the prior written approval of the department head and the City Attorney. This schedule applies to all
28 records regardless of media, e.g., paper, electronic, microfilm, etc.

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

1 be kept by statute, records of less than two years old not subject to statutory exceptions, and the
2 minutes, ordinances, or resolutions of 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.

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

Section 6: Updates are hereby authorized to be made to the Records Retention Schedule: City-Wide Standards, without any further action by the City Council, with the consent of the department head, City Clerk, City Attorney and City Manager.

Section 7: Resolution No. 23548 is hereby repealed in its entirety.

ADOPTED by the City Council this ____ day of _____, 2025.

PATRICIA LOCK DAWSON
Mayor of the City of Riverside

Attest:

DONESIA GAUSE
City Clerk of the City of Riverside

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1 I, Donesia Guase, City Clerk of the City of Riverside, California, hereby certify that the
2 foregoing resolution was duly and regularly adopted at a meeting of the City Council of said City at
3 its meeting held on the ____ day of _____, 2025, by the following vote, to wit:

4 Ayes:

5 Noes:

6 Absent:

7 Abstain:

8 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the
9 City of Riverside, California, this _____ day of _____, 2025.

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11 _____
12 DONESIA GAUSE
13 City Clerk of the City of Riverside
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EXHIBIT "A"

RECORDS RETENTION SCHEDULES

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