

**RESOLUTION NO. 2012-82**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS  
RETAINED BY THE OFFICE OF THE CITY CLERK**

**WHEREAS**, on March 26, 2008, the City Council approved Resolution No. 2008-63 establishing a policy for the retention of records maintained by the Office of the City Clerk; and

**WHEREAS**, at the close of the 2010 calendar year, certain records became eligible for retention review and were audited by the City Clerk's Office; and


**WHEREAS**, certain records, as indicated on the attached Exhibit A, have been reviewed and determined to hold no administrative or historical value; and

**WHEREAS**, the City Attorney has filed written consent to the destruction of the records indicated on Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Elk Grove that:

- 1) The records heretofore identified are no longer required.
- 2) The City Attorney has given written consent to the destruction of the records inventoried on Exhibit A and the destruction of those records is hereby authorized.

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 23<sup>rd</sup> day of May 2012.

  
\_\_\_\_\_  
JAMES COOPER, MAYOR of the  
CITY OF ELK GROVE

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JASON LINDGREN, CITY CLERK

  
\_\_\_\_\_  
JONATHAN HOBBS,  
INTERIM CITY ATTORNEY

**EXHIBIT A**

**2011 LIST OF RECORDS FOR DESTRUCTION  
CITY OF ELK GROVE, OFFICE OF THE CITY CLERK**

The following list of records is requested to be destroyed pursuant to City of Elk Grove Resolution No. 2008-63:

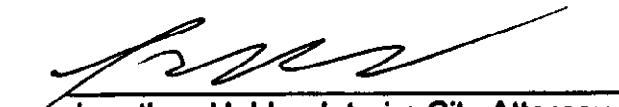
1. 2008 Unsuccessful Bid Submittals
2. 2008 Unsuccessful Request for Proposal Submittals
3. 2008 Requests for Information
4. 2008 Returned envelopes (*i.e. undeliverable*) for Public Hearing Notices
5. 2008 City Clerk General Correspondence (*e.g. facsimile receipts; cover letters forwarding documents to the Recorder's Office and transmitting information; notification letters regarding filing obligations and committee applicants of their appointment or non-selection; general incoming communications; outdated rosters of regional boards, committees, and commissions, etc.*)
6. 2008 Candidate applications for service on City Committees and Commissions – non-appointed
7. 2010 City Council meeting audio tapes – duplicate records (*i.e. to be erased and reused; Note: Video recordings are available for these meetings.*)
8. 2005 Claims (*Only includes filed claim form and filing correspondence closed prior to January 1, 2006, claim case file not on file with the Office of the City Clerk*)
9. 2008 Appeals (*Only includes filed claim form and filing correspondence*)
10. 2004 Statements of Economic Interest (*includes designated filers, unsuccessful candidates for Council, and copies of Government Code §87200 filers*)
11. 2005 Contracts (*verified contract terms completed prior to January 1, 2006*)
12. 2008 Temporary Construction Easements (*verified easement terms completed prior to January 1, 2009*)

I certify that I have reviewed the above records and authorize their destruction:

  
Jason Lindgren, City Clerk

May 8, 2012  
Date

APPROVED FOR DESTRUCTION:

  
Jonathan Hobbs, Interim City Attorney

May 11, 2012  
Date

**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2012-82**

STATE OF CALIFORNIA        )  
COUNTY OF SACRAMENTO    )     ss  
CITY OF ELK GROVE         )

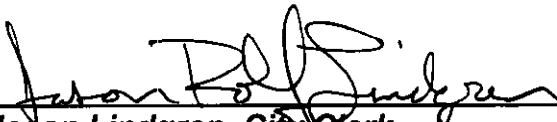
*I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on May 23, 2012 by the following vote:*

**AYES :**        **COUNCILMEMBERS:**     *Hume, Davis, Detrick, Scherman*

**NOES:**       **COUNCILMEMBERS:**     *None*

**ABSTAIN :**   **COUNCILMEMBERS:**     *None*

**ABSENT:**     **COUNCILMEMBERS:**     *Cooper*

  
\_\_\_\_\_  
**Jason Lindgren, City Clerk**  
**City of Elk Grove, California**