

**RESOLUTION NO. 2014-243**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
APPROVING THE DESTRUCTION OF RECORDS MAINTAINED BY THE  
CODE ENFORCEMENT DIVISION**

**WHEREAS**, the Chief Building Official is charged with the custody and safekeeping of case records related to building construction and code enforcement investigations by the City; and

**WHEREAS**, the responsible maintenance of the City's records includes adoption policy for the retention and disposition of records; and

**WHEREAS**, California Government Code Section 34090 requires the legislative body to approve policy for the disposition of records that are no longer required, which it has done through Resolution No. 2012-8 adopted January 25, 2012; and

**WHEREAS**, in accordance with Elk Grove City Council Resolution No. 2012-8, Code Enforcement Division physical records older than three years beyond the date the matter was closed can be disposed of as no longer being required; and

**WHEREAS**, Code Enforcement has identified qualifying records for destruction as well as converted the physical case files to an electronic format to keep in perpetuity.

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

- 1) The records identified at Exhibit A are no longer required.
- 2) The City Attorney has given written consent to the destruction of the records identified and the destruction of those records is hereby authorized.
- 3) The City of Elk Grove Code Enforcement Division may destroy archived records kept longer than the three years beyond the life of the case required by the California Government Code and Elk Grove City Council Resolution No. 2012-8.

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 22<sup>nd</sup> day of October 2014.

  
\_\_\_\_\_  
GARY DAVIS, MAYOR of the  
CITY OF ELK GROVE

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JONATHAN P. HOBBS,  
CITY ATTORNEY

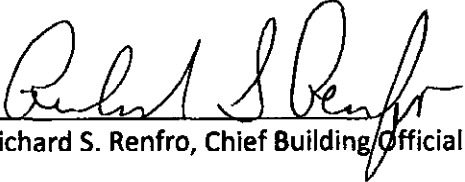
**Exhibit A**

**2014 LIST OF RECORDS FOR DESTRUCTION CITY OF ELK GROVE, CODE ENFORCEMENT DIVISION**

The following list of records is requested to be destroyed pursuant to City of Elk Grove Resolution No. 2012-8:

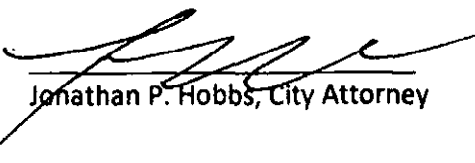
1. 2004 Code Enforcement Hard Copy Case Files
2. 2005 Code Enforcement Hard Copy Case Files
3. 2006 Code Enforcement Hard Copy Case Files
4. 2007 Code Enforcement Hard Copy Case Files
5. 2008 Code Enforcement Hard Copy Case Files
6. 2009 Code Enforcement Hard Copy Case Files
7. 2010 Code Enforcement Hard Copy Case Files

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

  
Richard S. Renfro, Chief Building Official

10-16-14  
Date

APPROVED FOR DESTRUCTION:

  
Jonathan P. Hobbs, City Attorney

10/16/14  
Date

**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2014-243**

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

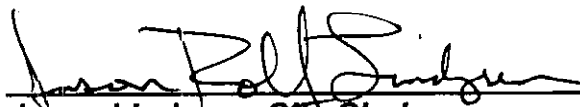
***I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on October 22, 2014 by the following vote:***

**AYES :        COUNCILMEMBERS:     Davis, Cooper, Detrick, Hume, Trigg**

**NOES:        COUNCILMEMBERS:     None**

**ABSTAIN :    COUNCILMEMBERS:     None**

**ABSENT:     COUNCILMEMBERS:     None**

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