

RESOLUTION NO. 2021-338

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
ESTABLISHING A RECORDS RETENTION POLICY FOR THE
RISK MANAGEMENT DIVISION**

WHEREAS, the Risk Management Division maintains records that pertain to the operation and administration of City government; and

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

WHEREAS, California Government Code Section 34090 requires the legislative body to approve a policy for the disposition of records that are no longer required.

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

- 1) Adopts the Records Retention Policy for records maintained by the Risk Management Division, as consented to by the City Attorney in accordance with California Government Code Section 34090 et seq., and attached hereto as Exhibit A and incorporated herein by reference; and
- 2) Authorizes the Risk Management Division to employ technological methods to provide for the electronic storage and recovery of records in a trusted system, as provided by statute.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 8th day of December 2021




BOBBIE SINGH-ALLEN, MAYOR of the
CITY OF ELK GROVE

ATTEST:


JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:


JONATHAN P. HOBBS,
CITY ATTORNEY

RISK MANAGEMENTAdopted by Resolution No. 2021- 338

RECORD TITLE/SUBTITLE AND DESCRIPTION	RETENTION*	STATUTORY REFERENCE
General Administration		
Administrative Reports not shown elsewhere in the retention schedule	CU + 2	GC 34090(d)
Division Policies and Procedures	SC + 2	GC 34090(d)
Contracts	CL + 5	CCP 337
Photos not assoc. w/claims	CL + 2	GC 34090(d)
Bids/Proposals - Unsuccessful	CL + 2	GC 34090(d)
Bids/Proposals - Successful	CL + 5	CCP 337
Disability Advisory Committee Agendas/Minutes	CL + 2	GC 34090(d)
Safety		
Cal/OSHA Investigations/Citations	CL + 5	CCR Title 8, §3203(b)(1)
Hazardous Incidents, Conditions, or Practices	CU + 3	CCR Title 8, §3203(b)(1)
Cal/OSHA Required Programs, Plans, and Policies	CU + 3	CCR Title 8, §3203(b)(1)
Cal/OSHA Required Training Records	EOE + 3	CCR Title 8, §3203(b)(1)
Safety Walkthrough/Inspection Log	CU + 3	CCR Title 8, §3203(b)(1)
Safety Data Sheets	SC + 30	29 CFR 1910.1020
Safety Committee Agendas and Minutes	CU + 3	CCR Title 8, §3203(b)(1)
General Liability		
General Liability Loss Runs	CU + 2	GC 34090(d)
Claims Against the City	CL + 5	GC 34090; CCP 335 et. seq.
Claims Database	CL + 5	GC 34090
Incident Reports not associated with a claim against the City (potential third party injury)	CL + 2	GC 34090(d)
Actuarial Reports	P	GC 34090
Settlement Agreements	CL (Fulfillment of terms) +5	GC 34090
Releases of Claims	CL + 5	GC 34090

Damage to City Property		
Damage to City Assets Loss Runs	CU + 3	GC 34090
Subrogation Files	CL + 2	GC 34090(d)
Incident Reports (asset dmg) and related records	CU + 3	GC 34090

City Insurance Policies and Programs		
JPA Agreements	P	GC 34090
Bonds & Insurance for City	P	GC 34090

Insurance in Contracts		
Insurance Certificates / Policies	CL + 5	CCP 337

* Unless otherwise specified, all time periods are stated in terms of years (e.g., CL + 5 means completion plus 5 years)

KEY
 CCP - Code of Civil Procedure
 CU - Current Year
 CL - Cleared/Completion/Closed
 EOE - End of Employment
 GC - Government Code
 LC - Labor Code
 P- Permanent
 SC - Superseded

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2021-338

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 December 8, 2021 by the following vote:

AYES: **COUNCILMEMBERS:** *Singh-Allen, Suen, Hume, Nguyen*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN: **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *Spease*



Jason Lindgren, City Clerk
City of Elk Grove, California