

RESOLUTION NO. 2010-134

**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 2008 calendar year, certain records became eligible for retention review and were audited by the Office of the City Clerk; 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 14th day of July 2010.



SOPHIA SCHERMAN, MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, INTERIM CITY CLERK

APPROVED AS TO FORM:



SUSAN COCHRAN, CITY ATTORNEY

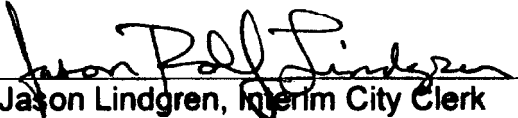
EXHIBIT A

**2009 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. 2006 Unsuccessful Bid Submittals
2. 2006 Unsuccessful Request for Proposal Submittals
3. 2006 Requests for Information
4. 2006 Returned envelopes (*i.e. undeliverable*) for Public Hearing Notices
5. 2005 through 2006 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filing obligations and committee applicants of their appointment or non-selection; general incoming communications; outdated rosters of regional boards, committees, and commissions, etc.*)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. 2005 through 2006 Candidate applications for service on City Committees and Commissions – non-appointed
7. July 1, 2008 through December 31, 2008 City Council meeting audio tapes – duplicate records (*i.e. to be erased and reused; Note: Video recordings are available for these meetings.*)
8. 2001 through 2003 Claims (*Only includes filed claim form and filing correspondence, claim case file not on file with the Office of the City Clerk*)
9. 2005 through 2006 Appeals (*Only includes filed claim form and filing correspondence*)
10. 2000 through 2002 Statements of Economic Interest (*includes designated filers, unsuccessful candidates for Council, and copies of Government Code §87200 filers*)
11. 2000 through 2002 Campaign Disclosure Statements (*unsuccessful candidates for Council*)
12. 2000 through 2003 Contracts (*verified contract terms completed prior to 2003*)
13. 2000 through 2006 Temporary Construction Easements (*verified easement terms completed prior to 2006*)

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


Jason Lindgren, Interim City Clerk

June 24, 2010
Date

APPROVED FOR DESTRUCTION:


Susan Cochran, City Attorney

6/25/10
Date

**CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2010-134**

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

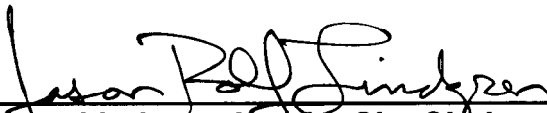
I, Jason Lindgren, Interim City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on July 14, 2010 by the following vote:

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

NOES: COUNCILMEMBERS: *None*

ABSTAIN : COUNCILMEMBERS: *None*

ABSENT: COUNCILMEMBERS: *None*


**Jason Lindgren, Interim City Clerk
City of Elk Grove, California**