

RESOLUTION NO. 2010-250

**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 2009 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; and
- 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 8th day of December 2010.



SOPHIA SCHERMAN, MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



SUSAN COCHRAN, CITY ATTORNEY

EXHIBIT A

2010 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. 2007 Unsuccessful Bid Submittals
2. 2007 Unsuccessful Request for Proposal Submittals
3. 2007 Requests for Information
4. 2007 Returned envelopes (*i.e. undeliverable*) for Public Hearing Notices
5. 2007 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filing obligations and committee applicants of their appointment or non-selection; general incoming communications; outdated rosters of regional boards, committees, and commissions, etc.*)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. 2007 Candidate applications for service on City Committees and Commissions – non-appointed
7. 2009 City Council meeting audio tapes – duplicate records (*i.e. to be erased and reused; Note: Video recordings are available for these meetings.*)
8. 2004 Claims (*Only includes filed claim form and filing correspondence, claim case file not on file with the Office of the City Clerk*)
9. 2007 Appeals (*Only includes filed claim form and filing correspondence*)
10. 2003 Statements of Economic Interest (*only includes designated filers, and unsuccessful candidates for Council*)
11. 2004 Campaign Disclosure Statements (*unsuccessful candidates for Council*)
12. 2004 Contracts (*verified contract terms completed prior to 2005*)
13. 2007 Temporary Construction Easements (*verified easement terms completed prior to 2007*)

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



Jason Lindgren, City Clerk

November 19, 2010
Date

APPROVED FOR DESTRUCTION:



Susan Cochran, City Attorney

29 November 2010
Date

**CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2010-250**

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

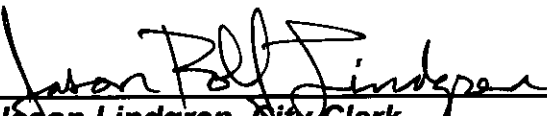
I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on December 8, 2010 by the following vote:

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

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN : **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*



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