

**RESOLUTION NO. 2020-120**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
ESTABLISHING A NEW RECORD RETENTION POLICY FOR THE CITY'S  
INFORMATION TECHNOLOGY DIVISIONS**

**WHEREAS**, the City of Elk Grove is committed to managing its email records according to best practices to ensure business, audit, legal, historical and regulatory requirements are met; and

**WHEREAS**, California Government Code section 34090 et seq. sets forth minimum requirements for city record retention and destruction; and

**WHEREAS**, Records Retention Schedules are not static and schedules must continually be updated as business processes, legal requirements and regulatory changes dictate; and

**WHEREAS**, City staff has identified a reasonable and repeatable records retention review process.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Elk Grove hereby authorizes the following actions:

- 1) On July 1, 2020, email records of the City of Elk Grove older than five years, shall be destroyed as provided in section 34090 et seq. of the California Government Code without further action by the City Council; and
- 2) The City Clerk is authorized to adopt an email retention schedule consistent with paragraph 1 of this resolution providing for the destruction of email records older than five years.

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 10<sup>th</sup> day of June 2020.

  
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STEVE LY, MAYOR of the  
CITY OF ELK GROVE

ATTEST:

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

APPROVED AS TO FORM:

  
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JONATHAN P. HOBBS,  
CITY ATTORNEY

**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2020-120**

**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 June 10, 2020 by the following vote:***

**AYES:            COUNCILMEMBERS:        *Ly, Detrick, Hume, Nguyen, Suen***

**NOES:           COUNCILMEMBERS:        *None***

**ABSTAIN:       COUNCILMEMBERS:        *None***

**ABSENT:        COUNCILMEMBERS:        *None***

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