

RESOLUTION NO. SA - 2015 -

RESOLUTION OF THE CITY COUNCIL SERVING AS THE BOARD FOR THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF CATHEDRAL CITY, CALIFORNIA, ADOPTING AN UPDATED RECORDS RETENTION SCHEDULE AND PROCEDURES FOR THE DESTRUCTION OF RECORDS FOR THE SUCCESSOR AGENCY

WHEREAS, the keeping of numerous records is not necessary after a certain amount of time; and

WHEREAS, retention is not required for non-records, preliminary drafts, or notes, which are not retained by the Successor Agency to the Redevelopment Agency of the City of Cathedral City (the "Successor Agency") in the ordinary course of business; and

WHEREAS, Section 34090 of the California Government Code provides a procedure whereby any public record which has served its purpose and is no longer required may be destroyed, except for specific statutory provisions; and

WHEREAS, pursuant to Government Code Section 34090.7, the Successor Agency may prescribe a procedure whereby duplicates of records less than two years old may be destroyed if they are no longer needed; and

WHEREAS, a records retention schedule is a public agency's legal authority to receive, create, retain and dispose of official public records, and in the event of litigation, a Court will accept the retention schedule as establishing which records which are produced or maintained in the "normal course of doing business"; and

WHEREAS, the City Council serving as the Board for the Successor Agency to the Redevelopment Agency of the City of Cathedral City believes that a sound records management policy for the maintenance and destruction of public records which no longer serve administrative, legal, fiscal and historical purposes is deemed appropriate and essential for the effective operation of the Successor Agency's governmental process; and

WHEREAS, it is the Successor Agency's policy to maintain public records according to its various retention schedules.

NOW, THEREFORE, THE CITY COUNCIL SERVING AS THE BOARD FOR THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF CATHEDRAL CITY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Records Retention Schedules, attached hereto as Exhibit "A":
(a) identify the official public records that City staff produces or maintains in the "normal course of doing business" for the Successor Agency and (b) constitutes a policy for the

efficient maintenance and regular destruction of public records which have outlived their legal, administrative, historical, or fiscal value, according to the established retention period.

SECTION 2. The records of the Successor Agency to the Redevelopment Agency of the City of Cathedral City, as set forth in the Records Retention Schedule Exhibit "A", attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council serving as the Board for the Successor Agency of the Redevelopment Agency of the City of Cathedral City.

SECTION 3. The Records Retention Schedule, attached hereto as Exhibit "A" is hereby approved and adopted and shall supersede and/or replace any previously adopted records retention schedules for the Successor Agency to the Redevelopment Agency of the City of Cathedral City.

SECTION 4. The Secretary shall certify as to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED, AND ADOPTED this 22nd day of July, 2015.

Stanley E. Henry, Chairman

ATTEST:

Gary F. Howell, Secretary

APPROVED AS TO FORM:

Charles R. Green, City Attorney

I, GARY F. HOWELL, SECRETARY of the Successor Agency to the Redevelopment Agency of the City of Cathedral City, do hereby certify that the foregoing Resolution was introduced and adopted at a regular meeting of the

Successor Agency to the Redevelopment Agency held on the 22nd day of July, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Gary F, Howell, Secretary

EXHIBIT “A”

RECORDS RETENTION SCHEDULE