

**RESOLUTION NO. 2019-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MERCED, CALIFORNIA,  
ADOPTING A CITY-WIDE RECORDS  
MANAGEMENT PROGRAM AND RECORDS  
RETENTION SCHEDULES, AND REPEALING  
RESOLUTION NO. 2010-84**

WHEREAS, The City of Merced is committed to managing its records according to best practices to ensure business, audit, legal, historical, and regulatory requirements are met; and,

WHEREAS, California Government Code Section 34090 provides for a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and,

WHEREAS, The City Council has determined that a sound records management policy should include a comprehensive City-wide Records Management Program, as well as individual department Records Retention Schedules; and,

WHEREAS, Records retention schedules are not static; schedules must continually be updated as business processes, legal requirements, and regulatory changes require; and,

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MERCED DOES HEREBY RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. The Records Management Program and Retention Schedules, marked as Exhibit "A" and attached hereto: (a) constitutes a policy for the efficient maintenance and regular disposal of records which have outlived their administrative, legal, and fiscal value, according to the established retention period; and (b) identifies the official records that the various City departments produce or maintain in the normal course of business.

SECTION 2. The Records Management Program and Records Retention Schedules, marked as Exhibit "A" and attached hereto, are hereby approved and adopted as the Official Records Management Program and Records Retention Schedules of the City of Merced.

SECTION 3. The records of the City of Merced are hereby authorized to be destroyed as provided in California Government Code Section 34090 *et seq.* without further action by the City Council, in accordance with the adopted Retention Schedules.

SECTION 4. The City Clerk is authorized to amend as necessary the Records Retention Schedules consistent with Section 3 of this Resolution and that requires greater retention periods for City records than those periods required by California Government Code Section 34090 *et seq.* or other applicable provisions of state and federal law.

SECTION 5. The City of Merced hereby authorizes designated City staff within each department to dispose of and/or erase all records in accordance with the schedule set forth in the individual Records Retention Schedule approved and adopted by this Resolution.

SECTION 6. Resolution No. 2010-84 is hereby repealed.

PASSED AND ADOPTED by the City Council of the City of Merced at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_ 2019, by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:  
STEVE CARRIGAN, CITY CLERK

BY: \_\_\_\_\_  
Assistant/Deputy City Clerk

(SEAL)

APPROVED AS TO FORM:

Kelley J. Mchew 12-27-18  
City Attorney Date