

**RESOLUTION NO. (N.C.S)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SALINAS, CALIFORNIA, ADOPTING A RECORDS RETENTION  
SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS  
AND REPEALING RESOLUTION NUMBERS 19314 (N.C.S) and 21787 (N.C.S)**

**WHEREAS**, the maintenance of numerous records is not necessary after a certain period of time for the effective and efficient operation of government of the City of Salinas; and

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

**WHEREAS**, the City of Salinas previously adopted Resolution Numbers 19314 (N.C.S) and 21787 (N.C.S), approving Records Retention Schedules which now require updates.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF SALINAS AS FOLLOWS:**

**Section 1.** Resolution Numbers 19314 (N.C.S) and 21787 (N.C.S) are hereby repealed.

**Section 2.** The records of the City of Salinas, 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 Department Head, City Clerk and City Attorney, without further action by the City Council of the City of Salinas.

**Section 3:** Updates are hereby authorized to be made to the Records Retention Schedule, without any further action by the City Council, with the consent of the Department Head, City Clerk, City Attorney and City Manager.

**Section 4.** The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

**Section 5.** The City Clerk shall certify to the passage and adoption of this resolution.

**Section 6.** This resolution shall become effective immediately upon its passage and adoption.

**PASSED AND APPROVED** this 16<sup>th</sup> day of May 2023 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

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Kimbley Craig, Mayor

**ATTEST:**

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Patricia M. Barajas, City Clerk