

(date)

SUBJECT: UPDATE TO RECORDS RETENTION SCHEDULES

Department:\_\_\_\_\_

Version Number Being Approved:\_\_\_\_\_

Attached are updated Retention Schedules for the above department showing proposed updates in "Track Changes" format.

The updates have been reviewed, approved, and made by the City's records management consultant, who specializes in California local government records (Gladwell Governmental Services, Inc.)

Per the resolution originally adopting the records retention schedules, updates are authorized to be made without further action by the City Council, but must obtain the consent of the City Clerk, City Manager and City Attorney.

I have reviewed and approved the proposed updates to the Records Retention Schedules.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date