

RESOLUTION NO. 08-05

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF WILLIAMS, CALIFORNIA,
ADOPTING A POLICY FOR THE RETENTION
OF ELECTRONIC MAIL

WHEREAS, the City of Williams (“City”) is required, pursuant to the California Public Records Act (codified as Government Code section 6250 *et seq.*) to provide, upon request, a copy of certain identifiable public records, as defined by Government Code section 6252, subdivision (e), which contain “information relating to the conduct of the public’s business prepared, owned, used or retained” by the City, regardless of physical form or characteristics; and

WHEREAS, the City recognizes a need to establish a policy for managing the retention of electronic mail that relates to the City’s business and qualifies as a public record; and

WHEREAS, the City Attorney and City Staff have prepared the “City of Williams Retention of Electronic Mail (Email) Policy” (“Policy”), which is attached hereto as Exhibit “A” and incorporated herein by this reference, for consideration and adoption by the City Council; and

WHEREAS, the Policy complies with the provisions of the California Public Records Act; and

WHEREAS, the establishment of the Policy will facilitate the orderly and efficient retention and destruction of, and access to, the City’s electronic mail.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLIAMS, CALIFORNIA, DOES HEREBY RESOLVE:

SECTION 1. The City Council hereby approves and adopts the “City of Williams Retention of Electronic Mail (Email) Policy,” attached hereto as Exhibit “A.”

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Williams on this 13th day of February, 2008 by the following vote:

AYES: Council Members Azevedo, Barker, Fulcher, Johnson, and Mayor Ash.
NAYS: None.
ABSTAIN: None.
ABSENT: None.

Patricia Ash, Mayor

Attest:

Rene Miles, City Clerk

EXHIBIT “A”

“CITY OF WILLIAMS RETENTION OF ELECTRONIC MAIL (EMAIL) POLICY”

[Attached behind this cover page]

Exhibit “A”
Email Retention Policy