

**RESOLUTION 12-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLIAMS, CALIFORNIA, ADOPTING A POLICY FOR RETENTION/DESTRUCTION OF OBSOLETE RECORDS OF THE WILLIAMS POLICE DEPARTMENT**

WHEREAS, Section 34090 of the California Government Code provides that, with the approval of the City Council and the written consent of the City Attorney, the head of a city department may destroy any record, document, instrument, book or paper under his/her charge without making a copy thereof, after the same is no longer required, provided that certain records are exempt from such destruction; and

WHEREAS, in 2007, the City Council adopted Resolution No. 07-04 which established a records retention policy and schedule to use as a guideline for the retention and destruction of City records; and

WHEREAS, the City's records retention schedule does not include categories of documents specific to the Williams Police Department; and

WHEREAS, the Williams Police Department desires to establish a specific records retention schedule for records and documents in its charge; and

WHEREAS, to this end the City Attorney and Staff of the Williams Police Department have prepared the "Williams Police Department Records Retention Schedule" (the "Schedule"), attached hereto as Exhibit "A" and incorporated herein by reference, for consideration and adoption by the City Council; and

WHEREAS, the City Attorney has reviewed and approves the Schedule, as evidenced by signature on this Resolution, in accordance with the provisions of Section 34090 of the California Government Code; and

WHEREAS, the City Attorney and City Council hereby acknowledge that the City Attorney's signature on this Resolution constitutes written consent under California Government Code section 34090 for the destruction of obsolete and unnecessary records and documents in the charge of the Williams Police Department in accordance with the Schedule and with the City's general records retention and destruction policy adopted under Resolution No. 07-04.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLIAMS, CALIFORNIA, DOES HEREBY FIND AND DECLARE THAT:

SECTION 1. Approval of Schedule. The City Council hereby approves the "Williams Police Department Records Retention Schedule," attached hereto as Exhibit "A".

SECTION 2. The City Administrator shall have ongoing authority, without further approval by the City Council and with the consent of the City Attorney provided herein, to authorize destruction of records in accordance with the "Williams Police Department Records Retention

Schedule" and the City's general records retention and destruction policy adopted under Resolution No. 07-04, approved by the City Attorney and the City Council.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 19th day of September, 2012.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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John J. Troughton, Jr., Mayor

ATTEST:

APPROVED AS TO FORM:

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Charles Bergson, Interim City Clerk

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Ann M. Siprelle, City Attorney

**EXHIBIT "A"**

"WILLIAMS POLICE DEPARTMENT RECORDS RETENTION SCHEDULE"

[SEE ATTACHED SCHEDULE]