

**Exhibit A**  
**City of Lompoc**  
**Records Retention Schedule**

The following information pertains to all City of Lompoc records:

**DESTRUCTION OF CITY RECORDS IS**  
**GOVERNED BY THE CALIFORNIA**  
**GOVERNMENT CODE**

**BEFORE DESTROYING RECORDS:**

Government Code section 34090 requires:

City Attorney approval and City Council Resolution must be *first* obtained.

\* \* \*

**HOWEVER:**

Government Code section 34090.5 provides:

For records digitized and stored electronically, the hard copy or original may be destroyed without City Attorney approval and City Council Resolution – that section applies to any category once records are digitized and stored electronically. Caution is recommended to ascertain digital copy is accessible before destroying hard copy.

\* \* \*

**PLEASE:**

Contact the City Clerk or City Attorney's Office *before* destroying records.