

RESOLUTION NO. 6297(20)

**A Resolution of the City Council of the City of Lompoc,
County of Santa Barbara, State of California,
Adopting a Citywide Records Retention Schedule and Establishing Procedures
for Destruction of Records that Are Copied in Accordance with State Law**

WHEREAS, on March 3, 2016, the City Council adopted Resolution No. 6034(16), approving a citywide record retention schedule and providing for the destruction of certain public records as authorized by Government Code sections 34090 *et seq.* ("Record Retention Policy"); and

WHEREAS, the City Council wishes to supplement the Record Retention Policy by establishing additional procedures for the destruction of any records that have been copied in accordance with Government Code section 34090.5; and

WHEREAS, with the exception of this addition, the provisions of this resolution and the Exhibits attached hereto are identical to those in Resolution No. 6034(16).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOMPOC, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Resolution No. 6034(16) is hereby repealed.

SECTION 2. The City Council hereby authorizes records destruction in accordance with departmental retention schedules, attached hereto and incorporated herein by reference as Exhibits A through J, subject to the written approval of the City Attorney and City Council prior to any proposed destruction as required by Government Code section 34090.

SECTION 3. Notwithstanding Section 2, any City Department head may authorize the destruction of any City record generated by his or her department, at any time, without the approval of the City Attorney or City Council, if a copy of the record is made in compliance with Government Code 34090.5, each copied record is indexed in a manner that will afford easy reference, and the Department Head certifies in writing the accuracy of the index and that duplication of the record took place in accordance with state law.

SECTION 4. Effective Date. This Resolution is effective on the day of its adoption.

The foregoing Resolution was proposed by Council Member _____, seconded by Council Member _____, and was duly passed and adopted by the Council of the City of Lompoc at its regular meeting on January 7, 2020, by the following vote:

AYES: Council Member(s):

NOES: Council Member(s):

ABSENT: Council Member(s):

Jenelle Osborne, Mayor
City of Lompoc

ATTEST:

Stacey Haddon, City Clerk
City of Lompoc

Attachments:

- Exhibit A: Pertinent Government Code Requirements
- Exhibit B: Definitions for All Schedules
- Exhibit C: City Attorney's Office Schedule
- Exhibit D: City Manager's Office Schedule (Including City Clerk and Human Resources)
- Exhibit E: Economic Development Schedule
- Exhibit F: Fire Department Schedule (Including Building Safety)
- Exhibit G: Library Schedule
- Exhibit H: Management Services-City Treasurer Schedule
- Exhibit I: Public Works Schedule
- Exhibit J: Police Department Schedule
- Exhibit K: Utilities Division Schedule