

**RESOLUTION NO. 2023-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMECULA APPROVING REVISIONS TO THE ESTABLISHED CITYWIDE RECORDS RETENTION SCHEDULE, THEREBY AMENDING AND RESTATING THE RECORDS RETENTION POLICY, AND APPROVING THE DESTRUCTION OF CERTAIN RECORDS**

**WHEREAS**, the Records Retention Schedule is a key element of the Records Management Program for the City of Temecula in administering and preserving records vital to the operation of the City and for legally disposing of records that have served their usefulness; and

**WHEREAS**, the Records Retention Schedule, attached hereto as Exhibit A, is a living, breathing document changing periodically based on the ongoing operational needs of the City.

**WHEREAS**, Section 34090 et seq. of the California Government Code authorizes the destruction of City records upon approval of the legislative body of the City and with written consent of the City Attorney, provided that the records do not fall within certain specified categories, and are not less than two years old; and

**WHEREAS**, the records identified to be destroyed in Exhibit A, incorporated herein by this reference, are more than two years old, are not subject to litigation hold, and are not otherwise required to be kept by the City by statute and therefore meet the criteria for destruction set forth in Government Code Section 34090 et seq.; and

**WHEREAS**, in addition to the description of records provided in Exhibit A, bar code scans identify each record retained and/or destroyed by the City.

**THE CITY COUNCIL OF THE CITY OF TEMECULA DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. The “City of Temecula Uniform Filing System Guide Records Retention Schedule” is hereby amended and restated as set forth on Exhibit A.

Section 2. The City Clerk or her designee is authorized to destroy the records described on Exhibit A.

Section 3. The City Attorney’s signature on this resolution shall serve as evidence of his written consent to the destruction of records as identified in Exhibit A.

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Peter M. Thorson  
City Attorney

Section 4. The City Clerk shall certify to the passage and adoption of this resolution.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Temecula  
this 10<sup>th</sup> day of January, 2023.

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Zak Schwank, Mayor

ATTEST:

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Randi Johl, City Clerk

[SEAL]

STATE OF CALIFORNIA     )  
COUNTY OF RIVERSIDE   ) ss  
CITY OF TEMECULA        )

I, Randi Johl, City Clerk of the City of Temecula, do hereby certify that the foregoing Resolution No. 2023-     was duly and regularly adopted by the City Council of the City of Temecula at a meeting thereof held on the 10<sup>th</sup> day of January, 2023, by the following vote:

AYES:                    COUNCIL MEMBERS:

NOES:                    COUNCIL MEMBERS:

ABSTAIN:                COUNCIL MEMBERS:

ABSENT:                 COUNCIL MEMBERS:

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Randi Johl, City Clerk