

**RESOLUTION NO. 24-\_\_\_\_\_**

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF MENIFEE AMENDING THE EXISTING RECORDS RETENTION SCHEDULE TO INCORPORATE THE MENIFEE POLICE DEPARTMENT AND AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS IN ACCORDANCE WITH THE PROVISIONS OF THE RECORD RETENTION SCHEDULE**

**WHEREAS**, the maintenance of numerous records is unnecessary after a certain period of time for the effective and efficient operation of the government of the City of Menifee; and

**WHEREAS**, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required to be maintained by law may be destroyed; and

**WHEREAS**, in addition to Government Code Section 34090, various other state and federal laws provide for retention periods for certain government records; and

**WHEREAS**, the City Council adopted Resolution No. 14-360 on April 2, 2014, adopting the City's first Records Retention Schedule; and

**WHEREAS**, the City Council adopted Resolution No. 19-783 on May 1, 2019, updating the City's Records Retention Schedule; and

**WHEREAS**, the City Council of the City of Menifee established the Menifee Police Department in July of 2020; and

**WHEREAS**, there is a need to update and amend the adopted records retention schedule to incorporate the Menifee Police Department.

**NOW, THEREFORE**, the City Council of the City of Menifee does hereby resolve, determine and order as follows:

- Section 1. The Records Retention Schedule, attached hereto as Exhibit "A," is hereby adopted as the records retention schedule for the City of Menifee. The records of the City of Menifee shall be retained as set forth in the Records Retention Schedule.
- Section 2. Unless otherwise provided by law, the records of the City of Menifee may be destroyed as provided by Section 34090 of the Government Code of the State of California in accordance with the provisions of the Records Retention Schedule upon the request of the Department Head of the Department having control over the record, and with the written consent of the City Attorney and City Clerk, without further action by the City Council of the City of Menifee.
- Section 3. Updates and amendments to the Records Retention Schedule are hereby authorized to be made with the consent of the City Manager, City Attorney and City Clerk, without further action by the City Council of the City of Menifee.
- Section 4. The term "records" as defined in Government Code section 6252(e), and used herein shall include, without limitation, documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers.
- Section 5. The City Clerk Shall certify as to the adoption of this resolution.
- Section 6. The Resolution shall be deemed effective upon adoption.

Records Retention Schedule and Authorizing of Destruction

**PASSED, APPROVED AND ADOPTED** this 17th day of July, 2024.

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Bill Zimmerman, Mayor

Attest:

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Stephanie Roseen, Acting City Clerk

Approved as to form:

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Jeffrey T. Melching, City Attorney