

RESOLUTION NO 68648

**A RESOLUTION OF THE COUNCIL OF THE CITY
OF SAN JOSE SETTING FORTH GENERAL
PROCEDURES FOR THE RETENTION AND
DESTRUCTION OF CITY RECORDS**

WHEREAS, the City desires to adopt general procedures governing the retention and destruction of City records in conformance with the requirements of Government Code.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of San Jose that

Section 1. All original copies of City records contained in City files shall be retained for those minimum periods set forth in Article 4 of Chapter 1 of Division 1 of Title 4 of the Government Code (commencing with Section 34090) after which time such records that are no longer required may be destroyed consistent with the guidelines of and upon the written consent of the City Attorney.

Section 2. Notwithstanding the requirements of Section 1 of this Resolution, any original copy of a City record may destroyed prior to the applicable minimum retention period if the record has been photographed, microphotographed or electronically reproduced, and such reproduction is stored and made accessible to the public, consistent with the requirements of Government Code Section 34090.5.

Section 3. The custodian of a duplicate of an original City record that is less than two (2) years old may destroy the duplicate upon determining the duplicate is not necessary to the

JRG:GDS
12/15/98

Agenda: 12/15/98
Item: 6f(18)

custodian, and the original City record is being maintained as required by Section 1 of this Resolution or has been reproduced as set forth in Section 2 of this Resolution.

ADOPTED this 15th day of December, 1998, by the following vote:

AYES: DANDO, DIQUISTO, FERNANDES, FISCALINI, JOHNSON,
PANDORI, POWERS, SHIRAKAWA, WOODY; HAMMER

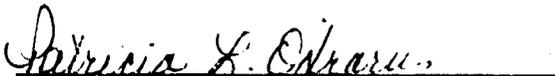
NOES: NONE

ABSENT: DIAZ



SUSAN HAMMER, Mayor

ATTEST:


PATRICIA L. O'HEARN, City Clerk