

**RESOLUTION NO. 2024-072**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORONA, CALIFORNIA, ADOPTING RECORDS RETENTION SCHEDULES FOR CITY RECORDS**

**WHEREAS**, Section 34090 of the Government Code of the State of California provides that, with the approval of the legislative body by resolution and the written consent of the City Attorney, the head of a City department may destroy certain records, documents, instruments, books or papers under his or her charge (“City Records”) without making a copy thereof, after the same is no longer required; provided, however, that certain records are exempt from such destruction; and

**WHEREAS**, the keeping of numerous obsolete records longer than certain specified periods of time is not required by applicable law or necessary for the effective and efficient operation of the government of the City of Corona (“City”); and

**WHEREAS**, adopting a Records Destruction Policy for the ongoing records management and disposition of obsolete City Records will assist the City in the effective management of City Records, as well as provide for the efficient and transparent review of City Records proposed for disposal; and

**WHEREAS**, the City Council of the City of Corona (“City Council”) approved Resolution No. 89-157 adopting a policy for the disposal of obsolete general City Records on December 6, 1989, and

**WHEREAS**, the City Council approved Resolution No. 2015-013 adopting a Records Retention and Destruction Policy (including Records Retention Schedule) for the Corona Police Department on April 15, 2015; and

**WHEREAS**, this Resolution is intended to adopt a records retention and destruction policy for all departments, which will facilitate the orderly and efficient retention and destruction of certain records of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORONA, CALIFORNIA, AS FOLLOWS:**

**SECTION 1. Repeal of Conflicting Resolutions.** This Resolution repeals and supersedes all previous resolutions adopting a Records Destruction Policy and/or Records Retention Schedule, including, without limitation, Resolution No. 89-157 adopted December 6, 1989 and Resolution No. 2015-013 adopted April 15, 2015.

**SECTION 2. Adoption of Records Destruction Policy.** The City Council hereby adopts the Records Destruction Policy attached hereto as Exhibit “A” and incorporated herein by

this reference.

**SECTION 3.** Adoption of Records Retention Schedule. The City Council hereby adopts the Records Retention Schedule attached hereto as Exhibit “B” and incorporated herein by this reference.

**SECTION 4.** Effective Date. This resolution shall become effective immediately upon its passage and adoption.

**PASSED, APPROVED AND ADOPTED** this 7<sup>th</sup> day of August, 2024.

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Mayor of the City of Corona, California

**ATTEST:**

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City Clerk of the City of Corona, California

**CERTIFICATION**

I, Sylvia Edwards, City Clerk of the City of Corona, California, do hereby certify that the foregoing Resolution was regularly passed and adopted by the City Council of the City of Corona, California, at a regular meeting thereof held on the 7<sup>th</sup> day of August, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of Corona, California, this 7<sup>th</sup> day of August, 2024.

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City Clerk of the City of Corona, California

[SEAL]