

RESOLUTION NO. 18-028

MODIFYING COUNCIL POLICY NO. 000-19 REGARDING THE CITY OF PACIFIC GROVE'S RECORDS RETENTION AND RECORDS MANAGEMENT POLICY

FINDINGS

1. On January 28, 2012, the City Council approved Resolution 12-003 adopting Council Policy 000-19, which established the City of Pacific Grove's (City's) records retention and records management policy.
2. As part of the Policy 000-19, the Council approved the City's Records Management and Records Retention Schedule (Schedule).
3. Policy 000-19 and the Schedule clarify the City's legal authority to manage records and documents entrusted to its care.
4. Subsequent to adoption of Policy 000-19 and the Schedule, staff was advised of suggested revisions to the Schedule by City departments.
5. The Police Department's revisions to the Schedule are necessary and appropriate due to new law and its internal document management system.
6. This action does not constitute a "Project" as that term is defined under the California Environmental Quality Act (CEQA) Guideline Section 15378 (b)(5), as it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE:

1. The foregoing Findings are adopted as findings of the City Council as though set forth fully herein.
2. Council Policy No. 000-19 and the attached Schedule are hereby approved, which by this reference are incorporated as set forth in their entirety.
3. This resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 15th day of August, 2018, by the following vote:

AYES: Mayor Kampe, Councilmembers Cuneo, Garfield, Fischer, Huitt, and Peake.

NOES: None.

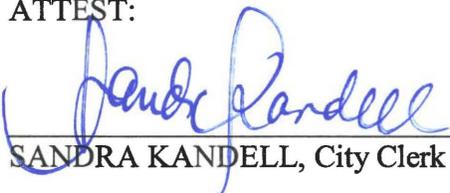
ABSENT: Councilmember Smith.

APPROVED:



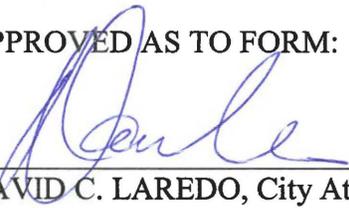
BILL KAMPE, Mayor

ATTEST:



SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:



DAVID C. LAREDO, City Attorney