

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, RESCINDING AND RESTATING THE PROVISIONS OF RESOLUTION NOS. 2007-60, 2003-07 AND 2003-86, ADOPTING UPDATED RECORDS RETENTION SCHEDULES; AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS; AUTHORIZING FUTURE CHANGES WITH AUTHORIZATION; AND RESCINDING ALL PRIOR ENACTMENTS WHICH ARE IN CONFLICT WITH THIS RESOLUTION

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval and is unnecessary after a certain period of time for the effective and efficient operation of the government of the City of Moreno Valley; and

WHEREAS, §34090 of the California Government Code provides a procedure whereby any city record, which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the state of California has adopted guidelines for retention periods for various government records; and

WHEREAS, the City previously adopted Resolution Nos. 2007-60, 2003-07 and 2003-86, adopting records retention schedules and authorizing destruction of certain city records;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The records of the City of Moreno Valley, as set forth in the Records Retention Schedules on Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by §34090, et seq. of the California Government Code and in accordance with the provisions of said schedules upon the request of the appropriate Department Head and with the consent in writing of the City Clerk, without further action by the City Council of the City of Moreno Valley.

Section 2. With the consent of the City Clerk, City Manager, and City Attorney, updates are hereby authorized to be made to the Records Retention Schedules without further action by the City Council of the City of Moreno Valley.

Section 3. The term "records" as used herein shall include, but not be limited to, documents, instructions, books, microforms, electronic files, magnetic tapes, optical media, or papers, as defined by the California Public Records Act (Government Code §6250, et seq. or any successor provisions thereto).

Section 4. The City Clerk shall certify to the adoption of this resolution and enter it into the book of original resolutions.

Section 5. This Resolution shall become effective immediately upon the date of its adoption.

APPROVED AND ADOPTED this _____ day of February, 2025.

Ulises Cabrera
Mayor
City of Moreno Valley

ATTEST:

M. Patricia Rodriguez, City Clerk

APPROVED AS TO FORM:

Steven B. Quintanilla, City Attorney

RESOLUTION JURAT

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF MORENO VALLEY)

I, M. Patricia Rodriguez, City Clerk of the City of Moreno Valley, California, do hereby certify that Resolution No. 2025-XX was duly and regularly adopted by the City Council of the City of Moreno Valley at a regular meeting thereof held on the _____ day of February, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

M. PATRICIA RODRIGUEZ, CITY CLERK

(SEAL)