

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CLARA RESCINDING RESOLUTIONS 12-7965 AND 25-9459 AND APPROVING AND ADOPTING THE UPDATED CITYWIDE RECORDS RETENTION SCHEDULE FOR ALL CITY DEPARTMENTS INCLUDING THE POLICE DEPARTMENT**

**WHEREAS**, the purpose of the City's Records Retention Schedule is to establish the categories of records created or received by City departments and to clearly establish retention periods for how long records will be retained by the City consistent with Federal and State laws including the California Government Code 6250 et seq "Public Records Act"; and

**WHEREAS**, the City adopted a City-wide Records Retention Schedule for all departments including Police Department, August 28, 2012, by Resolution 12-7965; and

**WHEREAS**, the City adopted a Records Retention Schedule for the Police Department only on June 24, 2025, by Resolution 25-9459; and

**WHEREAS**, other City departments have determined what categories of records they have and how long categories are to be retained in accordance with federal and state regulations and laws; and

**WHEREAS**, the proposed updated Records Retention Schedule has combined the Police Department with the other City departments for one single Citywide Records Retention Schedule that identifies all City records and how long each of these categories of records will be retained and reflects technological and legislative changes since 2012, and

**WHEREAS**, future updates and changes to the Records Retention Schedule will be reviewed and approved in coordination by City departments, the City Clerk's Office, and the City Attorney in compliance with laws and regulations.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

1. Resolution 12-7965 is hereby rescinded.
2. Resolution 25-9459 is hereby rescinded.

3. The Record Retention Schedule to be applied City-wide, including the Police Department, attached hereto, is hereby approved and adopted.

2. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 23<sup>rd</sup> DAY OF JUNE 2026, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:  
NOES: COUNCILORS:  
ABSENT: COUNCILORS:  
ABSTAINED: COUNCILORS:

ATTEST: \_\_\_\_\_  
NORA PIMENTEL, MMC  
ASSISTANT CITY CLERK  
CITY OF SANTA CLARA

Attachments incorporated by reference:  
1. Citywide Records Retention Schedule