

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

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
RESCINDING THAT PORTION OF RESOLUTION 12-7965  
APPLICABLE TO THE POLICE DEPARTMENT RECORDS  
RETENTION SCHEDULE AND APPROVING AND ADOPTING  
THE UPDATED RECORDS RETENTION SCHEDULE FOR 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; 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**, significant changes have been made to state regulations and laws regarding the retention of certain Police records, and the Department has adopted new technologies and procedures, which taken together require that the current portion of the City's Records Retention Schedule pertaining to Police records be updated; and

**WHEREAS**, the City Council now desires to approve and adopt the Updated Records Retention Schedule for the Police Department, attached hereto, for the orderly and lawful maintenance of the Police Department's records..

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

1. That the portion of Resolution 12-7965 applicable to Police Department records is hereby rescinded; and
2. That the updated Police Department Record Retention Schedule, attached hereto and incorporated herein by reference, 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 24<sup>TH</sup> DAY OF JUNE 2025, 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. Police Records Retention Schedule