

RESOLUTION NO. XXXX

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
MAMMOTH LAKES, STATE OF CALIFORNIA, ADOPTING A RECORDS RETENTION
SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Town of Mammoth Lakes; and

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

WHEREAS, the Town of Mammoth Lakes previously adopted Resolution No. 16-03, approving Records Retention Schedules.

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF MAMMOTH LAKES DOES
RESOLVE AS FOLLOWS:**

Section 1. Resolution No. 16-03 is hereby repealed.

Section 2. The records of the Town of Mammoth Lakes, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule.

Section 3: Updates are hereby authorized to be made to the Records Retention Schedule, without any further action by the Town Council, with the consent of the Department Head, Town Clerk, Town Attorney, and Town Manager.

Section 4. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 5. The Town Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

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PASSED AND ADOPTED by the Town Council of the Town of Mammoth Lakes on this 3rd
day of 2024.

BILL SAUSER, Mayor

ATTEST:

JAMIE GRAY, Town Clerk

APPROVED AS TO FORM:

ANDREW MORRIS, Town Attorney