

RESOLUTION NO. 2025-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM
DESERT, CALIFORNIA, ADOPTING UPDATED RECORDS RETENTION
SCHEDULES AND RESCINDING RESOLUTION NO. 2022-98

WHEREAS, on December 15, 2022, the City Council adopted Resolution No. 2022-98, adopting updated Records Retention Schedules and rescinding Resolution No. 2020-76; and

WHEREAS, to ensure continued compliance with applicable laws, regulatory requirements, and industry best practices, periodic updates to the City's Records Retention Schedules are necessary; and

WHEREAS, the City conducts a comprehensive review of its Records Retention Schedules on a biennial basis in collaboration with the City Attorney's Office to maintain alignment with legal obligations, operational needs, and best practices in records management.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Palm Desert, California, as follows:

SECTION 1. That the foregoing Recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The Records Retention Schedules, attached hereto as **Exhibit A** and incorporated herein by this reference, are hereby adopted in their entirety. Resolution No. 2022-98, along with any other resolutions or provisions thereof in conflict with this Resolution, is hereby rescinded.

SECTION 3. The City Clerk shall certify the adoption of this resolution.

ADOPTED ON JUNE ____, 2025.

JAN C. HARNIK
MAYOR

ATTEST:

ANTHONY J. MEJIA
CITY CLERK

I, Anthony J. Mejia, City Clerk of the City of Palm Desert, hereby certify that Resolution No. 2025-__ is a full, true, and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Desert on _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Palm Desert, California, on June _____, 2025.

ANTHONY J. MEJIA
CITY CLERK