

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, SETTING FORTH ITS FINDINGS AND AUTHORIZING THE DESTRUCTION OF RECORDS FROM THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the City of Palm Desert maintains records related to its Community Development Block Grant (CDBG) Program, which are subject to federal retention requirements under 2 CFR § 200.333, 24 CFR § 570.490, and related laws and regulations; and

WHEREAS, federal regulations require that CDBG records be retained for at least three years following grant closeout, or longer if they are subject to audit, litigation, or other regulatory review; and

WHEREAS, the City Council adopted Resolution No. 2025-035 on June 12, 2025, establishing the City's Records Retention Schedule; and

WHEREAS, the City's schedule (category FN-009) specifies that CDBG project records must be retained for a minimum of five years following any required funding agency audit, consistent with state and federal requirements; and

WHEREAS, staff has identified CDBG records from Fiscal Year 1992/1993 through Fiscal Year 2017/2018 that relate only to closed and completed projects, are not subject to any pending audit or investigation, and have met or exceeded all applicable retention standards.

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

SECTION 1. The City Council finds that the records listed in Exhibit A have met or exceeded the retention periods required by federal and state law and the City's adopted Records Retention Schedule.

SECTION 2. The City Council authorizes the destruction of records listed in Exhibit A, dated from Fiscal Years 1992/1993 through 2017/2018, in accordance with Government Code § 34090, federal requirements, and the City's Records Retention Schedule (Resolution No. 2025-035).

SECTION 3. Destruction shall not occur until the Records Destruction Certificate has been reviewed and signed by both the City Attorney and City Clerk.

ADOPTED ON _____, 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 _____.

ANTHONY J. MEJIA
CITY CLERK