

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, DELETING SECTION 2.52.555(F) OF THE PALM DESERT MUNICIPAL CODE TO REMOVE OUTDATED EMAIL RETENTION PROVISIONS

**City Attorney's Summary**

This ordinance amends the Palm Desert Municipal Code Subsection 2.52.555(F) to delete email retention requirements that conflict with the Citywide Records Management Policy and Records Retention Schedules.

WHEREAS, on March 22, 2012, the City Council adopted Ordinance No. 1234 updating section 2.52.555 of the Palm Desert Municipal Code (PDMC) relating to the City's Technology Usage and Communication Policy; and

WHEREAS, the email retention provisions in PDMC Section 2.52.555(F) are outdated and inconsistent with the Citywide Records Management Policy and the City's Records Retention Schedules; and

WHEREAS, the City Council seeks to eliminate inconsistencies within its Municipal Code and ensure email retention in accordance with the Citywide Records Management Policy and Records Retention Schedules.

THE CITY COUNCIL OF THE CITY OF PALM DESERT DOES HEREBY ORDAIN AS FOLLOWS:

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

SECTION 2. Amendment to Municipal Code. Subsection 2.52.555(F) of the Palm Desert Municipal Code is hereby deleted in its entirety.

SECTION 3. Publication. The City Clerk of the City of Palm Desert, California, is hereby directed to publish a summary of this Ordinance in the Desert Sun, a newspaper of general circulation, published and circulated in the City of Palm Desert, California, and shall be in full force and effective thirty (30) days after its adoption.

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, California, do hereby certify that Ordinance No. \_\_\_\_ is a full, true, and correct copy, and was introduced at a regular meeting of the Palm Desert City Council on \_\_\_\_\_, 2025, and adopted at a regular meeting of the City Council held on \_\_\_\_\_, 2025, 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