

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ADOPTING A POLICE DEPARTMENT RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN POLICE DEPARTMENT RECORDS**

WHEREAS California Government Code section 34090 *et seq.* and Penal Code 832.5 provide guidelines for retention periods for various public records which are obsolete and their retention period has expired; and

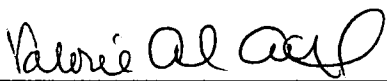
WHEREAS the City of Los Altos Police Department General Order 1.33 sets forth a Records Management Program which establishes a comprehensive Police Department Records Retention Schedule for record management and destruction.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby authorizes the following:

1. This Resolution 2008-01 repeals and replaces former Resolution No. 04-14 in its entirety.
2. The Los Altos Police Department's Records Retention Schedule dated January 22nd, 2008, is attached hereto and adopted by this reference.
3. Pursuant to Government Code section 34090 *et seq.* and the provisions of the Los Altos Police Department's Records Retention Schedule and General Order 1.33, the Los Altos Police Department records which are obsolete and their retention period has expired are hereby authorized to be destroyed without further action by the City Council of the City of Los Altos, with the review and approval of the City Attorney and/or the Chief of Police.
4. The City Council, at the recommendation of the Chief of Police and the City Attorney, may update or modify the Los Altos Police Department's Records Retention Schedule as required to accommodate new laws or administrative changes.
5. The term "record" as used herein is defined as "public record" pursuant to Government Code section 6252.

**I HEREBY CERTIFY** that the forgoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a regular meeting thereof held on the 22nd day of January 2008, by the following role call vote:

**AYES:**           PACKARD, SATTERLEE, CASAS, BECKER, CARPENTER  
**NOES:**           NONE  
**ABSENT:**        NONE


---

Valorie Cook Carpenter, MAYOR

**ATTEST**


---

Susan Kitchens, CITY CLERK