

**RESOLUTION NO. CC 2025-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA,  
CALIFORNIA, ADOPTING AN UPDATED RECORDS RETENTION  
SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN CITY  
RECORDS AND RESCINDING RESOLUTION NO. 5785**

**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 City of La Habra; and

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

**WHEREAS**, the City of La Habra previously adopted Resolution No. 5785, approving Records Retention Schedules.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA HABRA DOES RESOLVE AS FOLLOWS:**

**Section 1.** Resolution No. 5785 is hereby rescinded.

**Section 2.** The records of the City of La Habra, 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 upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney, without further action by the City Council of the City of La Habra.

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

PASSED, APPROVED AND ADOPTED this 4<sup>th</sup> day of August, 2025.

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Rose Espinoza  
Mayor

ATTEST:

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Rhonda J. Barone, CMC  
City Clerk

STATE OF CALIFORNIA }  
COUNTY OF ORANGE } SS.  
CITY OF LA HABRA }

I, Rhonda J. Barone, CMC, City Clerk for the City of La Habra, do hereby certify that the above and foregoing is a true and correct copy of Resolution No. CC 2025-\_\_ introduced and adopted at a Regular Meeting of the City Council of the City of La Habra held on the 4<sup>th</sup> day of August, 2025, by the following roll call vote:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:

Witness my hand and the official seal of the City of La Habra this 4<sup>th</sup> day of August, 2025.

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Rhonda J. Barone, CMC  
City Clerk