

**RESOLUTION NO. 1126**

**A RESOLUTION OF THE CITY OF CANBY RELATING TO THE RECORDS OF THE CITY OF CANBY AND PROVIDING FOR THEIR RETENTION AND PRESCRIBING TIME PERIODS**

**WHEREAS**, records of the City of Canby need to be kept for certain lengths of time due to their historical, statistical, legal and financial value; and

**WHEREAS**, it is necessary for certain records after they have been kept for a proper length of time to be destroyed, so the City does not bear the burden of permanent retention; and

**WHEREAS**, the Oregon State Archives City Records Retention Schedule prescribes minimum retention periods for public records created and maintained by the cities of Oregon; and

**WHEREAS**, in an effort to be consistent with all cities throughout the State, the City should follow the retention periods as prescribed in the Oregon State Archives City Records Retention Schedule.

**IT IS HEREBY RESOLVED** by the City Council of the City of Canby as follows:

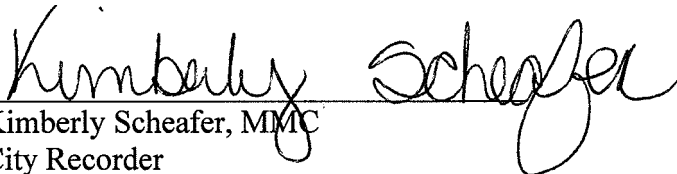
1. The City shall retain all records in accordance with the Oregon State Archives City Records Retention Schedule.
2. Whenever an officer of the City has accumulated records that have been retained beyond the period of time recommended in the retention schedule, that Officer should describe and list them on a form entitled "Certification of Records to be Destroyed". This certificate should have the signed approval of the City Recorder and City Administrator or City Attorney. The original of this form must be filed permanently in the City Recorder's office.

This resolution shall take effect May 2, 2012.

ADOPTED this 2<sup>nd</sup> day of May 2012 by the Canby City Council.

  
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Randy Carson  
Mayor

ATTEST:

  
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Kimberly Scheafer, MMC  
City Recorder