

**Resolution No. 19 – 005**

**A resolution of the Rent Control Board of the  
City of Santa Monica adopting revisions to  
the Board's records retention schedule.**

The Rent Control Board of the City of Santa Monica ("The Board") resolves as follows:

WHEREAS, it is necessary for the efficient operation of the Board to follow a procedure for the retention of certain Board records in accordance with state law; and

WHEREAS, in 2008 the Board adopted its most recent Records Retention Schedule to manage and retain documents in a responsible, economic and timely manner; and

WHEREAS, Senate Bill 742 approved by the California State Government on September 7, 1999, required the Secretary of State to establish, publish, update, and maintain on a permanent basis guidelines for local government records retention (Government Code Section 12236); and

WHEREAS, these guidelines, and all other applicable state statutes respecting the retention of local government records were used to evaluate the Board's existing retention schedule, and to create new retention schedule in full conformity with those guidelines and statutes as they currently exist;

NOW THEREFORE BE IT RESOLVED that the Rent Control Board of the City of Santa Monica hereby adopts the recommended revisions to the Records Retention Schedule, a copy of which is, and will remain, on file in the office of the Board's custodian of records.

PASSED, APPROVED, AND ADOPTED this 14th day of November, 2019.

  
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Caroline Torosis, Chair

ATTEST:

  
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Lonnie Guinn,  
Board Secretary