



# CITY OF CUPERTINO

## Agenda Item

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**19-6499**

**Agenda Date: 1/21/2020**

**Agenda #: 6.**

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Subject: Resolutions declaring a Trusted System for the management and retention of records and updating the City's Records Retention Schedule to authorize the destruction of records without Council action.

a. Adopt the Resolution No. 20-001 declaring a Trusted System for the management of records and the automation of retention requirements and adopting the Trusted Electronic System Policy instituting the city's standards for proper management of records. (Attachment A); and b. Adopt the Resolution No. 20-002 rescinding Resolution No. 17-088 and adopting an updated Records Retention Schedule for the City of Cupertino and authorizing the destruction of records. (Attachment B).