

RESOLUTION HR2017-\_\_

RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF NAPA,  
STATE OF CALIFORNIA, AUTHORIZING THE CITY OF  
NAPA TO MANAGE THE AUTHORITY'S RECORDS IN  
ACCORDANCE WITH THE CITY'S ADOPTED RECORDS  
MANAGEMENT PROGRAM POLICY, POLICY  
RESOLUTION 18

WHEREAS, the Housing Authority of the City of Napa (hereafter the "Authority") has historically obtained administrative services from the City of Napa (hereafter the "City") based on the terms of the Cooperative Agreements between the parties, which were comprehensively updated on January 9, 2007, through the Authority's updated By-Laws and updated Cooperative Agreement with the City; and

WHEREAS, the Authority and the City desire to clarify the terms of the administrative services provided by the City related to the management of the Authority's records, including the retention and disposition of records in accordance with local, state, and federal laws; and

WHEREAS, the City has documented its policies for the retention and disposition of records, in compliance with the requirements of local, state, and federal laws, through the City Council's approval of the City's Records Management Program Policy (Policy Resolution 18), which requires that all records be maintained, and authorizes records to be destroyed, in accordance with the City of Napa Records Retention Schedule; and

WHEREAS, the City's Records Retention Schedule is subject to approval and updating by City Council resolution, and administratively assembled and published by the City Clerk; including any past and future updates approved by the City Council; and

WHEREAS, the Authority has considered all information related to this matter, as presented at the public meetings of the Authority identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Napa, as follows:

1. The Authority Board hereby authorizes the City of Napa to manage the records of the Authority in accordance with the City's Records Management Program Policy (currently documented in City Council Policy Resolution 18), which incorporates policies and procedures for retaining and destroying records in accordance with the City's Records Retention Schedule, as that Policy may be amended in the future by the City Council.

## ATTACHMENT 1

2. The Authority Board acknowledges that the City Council, through the terms of the City's Records Management Policy, delegates authority to key members of City staff to administratively implement the City's Records Management Policy, which includes the administrative implementation of Authority records.

3. The Authority Board hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the Authority Board's adoption of this Resolution.

4. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Board of Commissioners of the Housing Authority of the City of Napa at a public meeting of said Housing Authority held on the 4th day of April, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
Authority Deputy Secretary

Approved as to form:

\_\_\_\_\_  
Michael W. Barrett  
Authority General Counsel