

**CITY OF PACIFIC GROVE
CITY COUNCIL POLICY**

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I. GENERAL

The City of Pacific Grove shall maintain records of City Council meetings open session in addition to the Minutes prepared and approved by the City Council. The City Attorney for the City of Pacific Grove will prepare a Memorandum regarding closed session in the manner described in this Policy. This Policy shall guide the creation and retention of those records.

II. RECORD OF COUNCIL MEETINGS (OPEN SESSION)

- A. A video record shall be made of each open session meeting of the City Council.
- B. Each video record of an open City Council meeting shall be promptly made available to the public pursuant to the Public Records Act.
- C. City Council video records created under this Policy shall be retained and/or destroyed in accord with the Records Retention Schedule that applies to all official City documents.

III. RECORD OF COUNCIL MEETINGS (CLOSED SESSION)

- A. After a closed session is held, the City Attorney shall be responsible for preparing a Memorandum identifying the subject matter of the closed session and any direction provided and votes by the City Council in the closed session (“Memorandum”).
- B. The Memorandum will be retained by the City Attorney in a file designated “Closed Session Memoranda”.
- C. In the event of a future closed session on the same subject, the City Attorney will have available any Memorandum that was prepared regarding that subject and respond to questions from the City Council during the closed session regarding the prior closed session(s) on that subject.
- D. The Memorandum shall not be disclosable under the Public Records Act and shall only be disclosed upon issuance of a court order.
- E. The Memorandum shall be retained and/or destroyed in accord with the Records Retention Schedule that applies to all official City documents.

Adopted: May 4, 2005, Resolution No. 5-012
Adopted: January 18, 2023 by Minute Order