



Legislation Details (With Text)

**File #:** 20-0315      **Version:** 1      **Name:** CC - DHHS Retention Schedule  
**Type:** Agenda Item      **Status:** Approved  
**File created:** 4/6/2020      **In control:** City Council  
**On agenda:** 4/14/2020      **Final action:** 4/14/2020  
**Title:** Recommendation to adopt the revisions to the Department of Health and Human Services Records Retention Schedule, and rescind previously applicable Record Titles for the Department of Health and Human Services.  
**Sponsors:** City Clerk  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 041420-C-14sr&att.pdf

Date	Ver.	Action By	Action	Result
4/14/2020	1	City Council	approve recommendation	Pass

Recommendation to adopt the revisions to the Department of Health and Human Services Records Retention Schedule, and rescind previously applicable Record Titles for the Department of Health and Human Services.

Under Municipal Code Section 1.28.010, records retention schedules for City Manager departments and elected officials must be submitted to the City Council for approval. The retention schedules for each department must designate the type, class or series of records maintained by the department.

In its capacity as responsible agent for the operation of the Records Center, the Office of the City Clerk has worked with the City Attorney’s Office to revise the Records Retention Schedule (Attachment I) last adopted on August 23, 1983.

The City Attorney and the Police Department concur in the above recommendation.

CONCURRENCES

The City Attorney and Department of Health and Human Services concur in the above recommendation.

Appropriations have been budgeted in FY 20 for the operation of the City Records Center.

Approve recommendation.

MONIQUE DE LA GARZA  
CITY CLERK

