



Legislation Details (With Text)

File #: 11-1128 **Version:** 1 **Name:** CC - Public Works retention schedule
Type: Agenda Item **Status:** Approved
File created: 10/31/2011 **In control:** City Council
On agenda: 11/8/2011 **Final action:** 11/8/2011
Title: Recommendation to adopt the revisions to the Public Works Retention Schedule (as shown in Attachment I), and rescind all previously applicable Records Retention Titles for Public Works.
Sponsors: City Clerk
Indexes:
Code sections:
Attachments: 1. 110811-C-8sr&att.pdf

Date	Ver.	Action By	Action	Result
11/8/2011	1	City Council	approve recommendation	Pass

Recommendation to adopt the revisions to the Public Works Retention Schedule (as shown in Attachment I), and rescind all previously applicable Records Retention Titles for Public Works.

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 operation of the Records Center, the City Clerk Department has worked with Public Works to revise the Records Retention Schedule (Attachment I) last adopted on October 18, 1994.

CONCURRENCE

The City Attorney and Public Works concurs in the above recommendation.

Appropriations have been budgeted in FY 12 for operation of the City Records Center.

Approve recommendation.

LARRY G. HERRERA
CITY CLERK