



Legislation Details (With Text)

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On agenda: 4/17/2012 **Final action:** 4/17/2012

Title: Recommendation to adopt revisions to the Development Services Department, Building and Safety Bureau Records Retention Schedule (as shown in Attachment I), and rescind all previously applicable Records Retention Titles for Development Services Department Building and Safety Bureau.

Sponsors: City Clerk

Indexes:

Code sections:

Attachments: 1. 041712-C-10sr&att.pdf

| Date | Ver. | Action By | Action | Result |
|-----------|------|--------------|------------------------|--------|
| 4/17/2012 | 1 | City Council | approve recommendation | Pass |

Recommendation to adopt revisions to the Development Services Department, Building and Safety Bureau Records Retention Schedule (as shown in Attachment I), and rescind all previously applicable Records Retention Titles for Development Services Department Building and Safety Bureau.

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 the Development Services Department to revise the Records Retention Schedule (Attachment I) last adopted on June 11, 1995.

CONCURRENCES

The City Attorney and the Development Services Department concur in the above recommendation.

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

Approve recommendation.

LARRY HERRERA
CITY CLERK