



Legislation Details (With Text)

File #: 12-0156 **Version:** 1 **Name:** CC - records retention schedule
Type: Agenda Item **Status:** Approved
File created: 2/10/2012 **In control:** City Council
On agenda: 2/21/2012 **Final action:** 2/21/2012
Title: Recommendation to adopt the additions to the Development Services Department, Neighborhood Services Bureau, Records Retention Schedule.
Sponsors: City Clerk
Indexes:
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Attachments: 1. 022112-C-6sr&att.pdf

Date	Ver.	Action By	Action	Result
2/21/2012	1	City Council	approve recommendation	Pass

Recommendation to adopt the additions to the Development Services Department, Neighborhood Services Bureau, Records Retention Schedule.

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 February 15, 2011.

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 G. HERRERA
CITY CLERK