



Legislation Details (With Text)

File #: 19-0618 **Version:** 1 **Name:** CC - ER Retention Schedule Revision
Type: Agenda Item **Status:** Approved
File created: 6/24/2019 **In control:** City Council
On agenda: 7/2/2019 **Final action:** 7/2/2019
Title: Recommendation to adopt the revisions to Energy Resources Department Records Retention Schedule, and rescind previously applicable Record Titles for Energy Resources Department.
Sponsors: City Clerk
Indexes:
Code sections:
Attachments: 1. 070219-C-7sr&att.pdf

Date	Ver.	Action By	Action	Result
7/2/2019	1	City Council	approve recommendation	Pass

Recommendation to adopt the revisions to Energy Resources Department Records Retention Schedule, and rescind previously applicable Record Titles for Energy Resources Department.

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 July 15, 1975 and November 8, 2011.

CONCURRENCES

The City Attorney and Energy Resources Department concur in the above recommendation.

Appropriations have been budgeted in FY 19 for operation of the City Records Center.

Approve recommendation.

MONIQUE DE LA GARZA
CITY CLERK