



Legislation Details (With Text)

File #: 20-0694 **Version:** 1 **Name:** CC - Revisions to PW Retention Schedule
Type: Agenda Item **Status:** Approved
File created: 7/27/2020 **In control:** City Council
On agenda: 8/4/2020 **Final action:** 8/4/2020
Title: Recommendation to adopt the revisions to the Department of Public Works, Business Operations Bureau, Budget Services Division Records Retention Schedule, and rescind previously applicable Record Titles.
Sponsors: City Clerk
Indexes:
Code sections:
Attachments: 1. 080420-C-3sr&att.pdf

Date	Ver.	Action By	Action	Result
8/4/2020	1	City Council	approve recommendation	Pass

Recommendation to adopt the revisions to the Department of Public Works, Business Operations Bureau, Budget Services Division Records Retention Schedule, and rescind previously applicable Record Titles.

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 October 18, 1998, February 16, 1999 and November 8, 2011

CONCURRENCES

The City Attorney and Department of Public Works 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