



Legislation Details (With Text)

File #: 07-1140 **Version:** 1 **Name:** CC - Mayor & CC records retention schedule
Type: Agenda Item **Status:** Approved
File created: 9/26/2007 **In control:** City Council
On agenda: 10/2/2007 **Final action:** 10/2/2007
Title: Recommendation to approve the Mayor and City Council 2007 Records Retention Schedule.
Sponsors: City Clerk
Indexes:
Code sections:
Attachments: 1. 100207-C-10sr&att.pdf

Date	Ver.	Action By	Action	Result
10/2/2007	1	City Council	approve recommendation	Pass

Recommendation to approve the Mayor and City Council 2007 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 and elected office must designate the type, class or series of records maintained by the department. Each retention schedule must provide for:

- . The length of time the records must be maintained;
- . When the records may be transferred to the records center;
- . When duplicate records may be destroyed;
- . When requests may be submitted to the City Attorney for consent and to the City Council for approval of destruction.

In its capacity as responsible agent for operation of the Records Center, the City Clerk Department has worked with the Mayor and City Council to draft the Records Retention Schedule (Attachment 1).

The City Attorney, Mayor, City Council, and City Clerk Department concur in the above recommendation.

[Timing Considerations]

Appropriations have been budgeted in FY 08 for operation of the City Records Center.

Approve recommendation.

[Enter Body Here]

LARRY HERRERA
CITY CLERK