



## Legislation Text

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**File #:** 05-3572, **Version:** 1

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Recommendation that City Council authorize the rescission of all previously applicable Records Retention Schedules for the Fire Department, Administration Bureau; and approve the 2006 Fire Department, Administration 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. 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 Fire Department, Administration Bureau, to revise the Records Retention Schedule (Attachment 1) adopted on July 30, 1996.

### CONCURRENCES

The City Attorney, Fire/Administration and City Clerk Departments concur in the above recommendation.

Appropriations have been budgeted in FY 06 for operation of the City Records Center.

Approve recommendation.

Larry G. Herrera