



## Legislation Text

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**File #:** 11-0187, **Version:** 1

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Recommendation to adopt the revisions to the Development Services Department Administration Bureau, Housing Services, Neighborhood Services and Redevelopment Agency Records Retention Schedule (as shown in Attachment I), and rescind all previously applicable Records Retention Titles for Development Services Department Administration Bureau, Housing Services, Neighborhood Services and Redevelopment Agency.

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 May 10, 1994 and July 13, 2010.

### CONCURRENCES

The City Attorney and the Development Services Department concur in the above recommendation.

Appropriations have been budgeted in FY 11 for operation of the City Records Center.

Approve recommendation.

LARRY G HERRERA  
CITY CLERK