



AGENDA SUMMARY PAGE
RECORDS MANAGEMENT COMMITTEE MEETING OF: OCTOBER 19, 2007

DEPARTMENT: CITY CLERK
DIRECTOR: BEVERLY K. BRIDGES

SUBJECT: Discussion and possible action regarding a revision to the Public Records Access Policy and Procedure to be in conformance with Senate Bill 123 (SB123), effective October 1, 2007

Fiscal Impact:

- No Impact Augmentation Required
 Budget Funds Available

Amount:
Funding Source:
Dept./Division:

PURPOSE/BACKGROUND:

Passage of SB123 in June of 2006 allowed access to Public Records pursuant Nevada Revised Statutes 239. The current City of Las Vegas Public Records Access Policy and Procedure adopted by the Records Management Committee December 2001 requires revision to be in compliance with the enacted bill.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

1. Existing Public Records Access Policy and Procedure
2. SB123 Advance Sheets
3. Cliff Notes for SB123 distributed 10/1/2007

Motion made by MARK VINCENT to Approve the revision of the Public Records Access Policy and Procedure

Passed For: 7; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 0
BEVERLY BRIDGES, ORLANDO SANCHEZ, MARK VINCENT, JOHN REDLIEN, JOE MARCELLA, CHARLES KAJKOWSKI, RAD SNELDING; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-None)

Minutes:

ASSISTANT CITY ATTORNEY JOHN REDLEIN stated the City had produced a procedural manual regarding public documents for all departments and divisions of the City which did not currently match the State statute. He explained that State legislation had slightly altered how the City handled public records, from amounts to charge for documents, to processing and document destruction. Under the new State legislation, the City now had legal obligation to help the requestor of a public record locate that document within five days, even if it was not part of the

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supervision of the person receiving the request. ATTORNEY REDLEIN pointed out that the City has a policy of responding in three days, which exceeds the statutory obligation. He also noted that the State statute requires redaction of confidential info and that confidential records could become otherwise after 30 years or the death of the affected person.

ASSISTANT CITY ATTORNEY REDLEIN noted some specific exclusions from the new legislation and stated the City would have to amend its policy to match the new State statute.

ASSISTANT CITY ATTORNEY REDLEIN assured CHAIRMAN SANCHEZ that the City's records custodians had been informed of the new regulations and were currently in compliance. He explained that the new regulations gave the City an opportunity to improve the City's current records policy as well as incorporate the State's requirements. He also stated that a few meetings might be needed to completely incorporate the new regulations as well as any suggested changes. He noted the changes would assist in preventing the City from inadvertently violating the new regulations and would bring the City into compliance.

MARK VINCENT, Director of Finance Services, noted a mistake under the Purpose/Background header of the Agenda Summary 2a for the passage of SB123 appeared to be 2006 rather than 2007. ASSISTANT CITY ATTORNEY REDLEIN acknowledged that the revised policy still needed work and suggested that any suggested changes be submitted to CITY CLERK BEVERLY BRIDGES and STEPHEN KLUMBS, Records Administrator.

In response to MIKE HAZARD'S inquiry, Records Supervisor, ASSISTANT CITY ATTORNEY REDLEIN stated the information before the committee was the most current available.

In response to MR. VINCENT'S request for clarification of the motion, ASSISTANT CITY ATTORNEY REDLEIN stated that approval of this item would allow staff to go forward with the revisions to the City's policy to allow it to conform to State law.

ASSISTANT CITY ATTORNEY REDLEIN suggested that two or three additional meetings would be needed to complete the revisions and CITY CLERK BRIDGES stated she would forward potential dates to the Committee members to ensure they would be able to attend.

In response to CHAIRMAN SANCHEZ'S suggestion that the revisions be handled by a sub-committee, ASSISTANT CITY ATTORNEY REDLEIN explained that the sub-committee process could be cumbersome and the committee could complete the revisions in a more efficient and timely manner.