



*Las Vegas*

Agenda Item No.: 4.

**AGENDA SUMMARY PAGE**  
**RECORDS MANAGEMENT COMMITTEE MEETING OF: NOVEMBER 26, 2007**

DEPARTMENT: CITY CLERK  
DIRECTOR: BEVERLY K. BRIDGES

Consent  Discussion

**SUBJECT:**  
Discussion and possible action regarding a draft to incorporate the Local Government Records Retention Schedules and Nevada Local Government Records Management Program Manual for the City of Las Vegas and other Records Committee matters

**Fiscal Impact**

- No Impact  Augmentation Required
- Budget Funds Available

**Amount:**  
**Funding Source:**  
**Dept./Division:**

**PURPOSE/BACKGROUND:**

The State's Records Management Committee has recently under taken extensive review and revision of the records retention schedules for all local government entities. The Nevada Administrative Code compels every local government to adopt its retention schedules by ordinance. This required ordinance change would update the Municipal Code to include the newly State-approved Local Government Records Retention Schedules for all City Departments and provide some updating to Title 2 Chapter 60 Section 30 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition.

**RECOMMENDATION:**

Approve and send to Council

**BACKUP DOCUMENTATION:**

1. Bill Draft
2. Submitted at meeting - Revised Bill Draft

Motion made by MARK VINCENT to Hold in abeyance pending review by the City Attorney's Office

Passed For: 7; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 0  
BEVERLY K. BRIDGES, ORLANDO SANCHEZ, MARK VINCENT, JOHN REDLEIN,  
JOSEPH MARCELLA, CHARLIE KAJKOWSKI, RADFORD SNELDING; (Against-None);  
(Abstain-None); (Did Not Vote-None); (Excused-None)

**Minutes:**

ASSISTANT CITY ATTORNEY JOHN REDLEIN explained that there are copies of two drafts incorporating the Local Government Records Retention Schedules and the Nevada Local Government Records Management Program Manual to be acted upon. He asked the Committee

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to review the drafts and determine which version would be appropriate to recommend approval and forward to the City Council.

ASSISTANT CITY ATTORNEY REDLEIN commented that in addition to requiring all local government entities to adopt the States retention schedules, all future revisions would require adoption of a new ordinance.

SHARON KUHNS, Records Administrator, City Clerks Office, suggested creating a new paragraph within a Bill that would indicate a new section versus proposing new legislation for each separate subject.

DEPUTY CITY MANAGER ORLANDO SANCHEZ agreed that adding a new section to the existing Bill would be a feasible solution. He questioned whether the City Council would consider empowering the Records Management Committee with creating legislation. CITY CLERK BEVERLY BRIDGES replied that she did not believe the City Council would have any problem with approving that recommendation.

MARK VINCENT, Director of Finance and Business Services, remarked that all regulations that entail addition, deletion, or amendment of records require the approval of the City Council.

With regard to revisions, a suggestion was made to modify the last section to by adoption of the ordinance.

DEPUTY CITY MANAGER SANCHEZ suggested holding a future meeting to review and discuss any comments or amendments made by the City Attorneys Office. At that point, the Records Management Committee can recommend approval to the City Council for adoption of the Bill.

