

City of Las Vegas

**RECORDS MANAGEMENT COMMITTEE MEETING
CITY HALL, 400 STEWART AVENUE
CITY CLERK'S FIRST FLOOR CONFERENCE ROOM
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>
JANUARY 2, 2008
2:30 P.M.**

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

DUPLICATE AUDIO CDS MAY BE AVAILABLE AT A COST OF \$5.00 EACH THROUGH THE CITY CLERK'S OFFICE.

1. CALL TO ORDER
2. ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW
3. Approval of final minutes by reference of the Records Management Committee meeting of November 26, 2007
4. ABEYANCE ITEM - Discussion and possible action regarding a bill 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
5. CITIZENS PARTICIPATION: Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the Records Management Committee. No subject may be acted upon by the Records Management Committee unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited
6. ADJOURNMENT

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

City Clerk's Bulletin Board, City Hall Plaza, 2nd Floor Skybridge
Bulletin Board, City Hall Plaza, (next door to Metro Records)
Las Vegas Library, 833 Las Vegas Boulevard North
Clark County Government Center, 500 S. Grand Central Parkway
Grant Sawyer Building, 555 E. Washington Avenue

AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: JANUARY 2, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

SUBJECT:

CALL TO ORDER



AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: JANUARY 2, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

SUBJECT:

ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW



AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: JANUARY 2, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

Consent Discussion

SUBJECT:

BUSINESS ITEMS:

Approval of final minutes by reference of the Records Management Committee meeting of November 26, 2007



AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: JANUARY 2, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

Consent Discussion

SUBJECT:

ABEYANCE ITEM - Discussion and possible action regarding a bill 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:

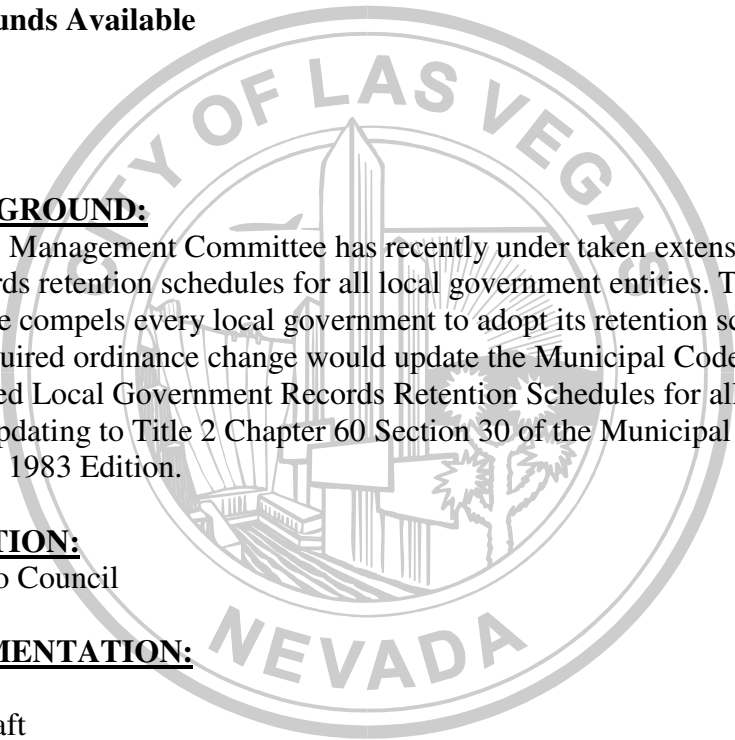
The State's Records Management Committee has recently under taken extensive review and revision of the records retention schedules for all local government entities. The Nevada Administrative Code compels every local government to adopt its retention schedules by ordinance. This required ordinance change 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. Revised Bill Draft



BILL NO. 2007-

ORDINANCE NO. _____

AN ORDINANCE TO UPDATE THE COMPOSITION OF THE RECORDS MANAGEMENT COMMITTEE, ADOPT NEVADA'S MINIMUM RECORDS RETENTION SCHEDULES FOR LOCAL GOVERNMENTS, AND PROVIDE FOR OTHER RELATED MATTERS.

Proposed by:

Summary: Updates the composition of the Records Management Committee, and adopts Nevada's minimum records retention schedules for local governments

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Title 2, Chapter 60, Section 30, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

2.60.030: A records management committee is hereby established and shall be composed of:

- (A) The City Manager or his designee;
- (B) The City Attorney or his designee;
- (C) The City Clerk;
- (D) The City Auditor;

[(D)] (E) The Director of Finance and [Computer] Business Services or his designee; [and]

[(E)] (F) The Director of [General Services] Public Works or his designee[.]; and

- (G) The Director of Information Technologies or his designee.

SECTION 2: Title 2, Chapter 60, Section 70, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

2.60.070: (A) A record may be disposed of only in accordance with the records retention schedule that has been approved for records of that type.

(B) The documents entitled “Local Government Records Retention Schedules” and “Nevada Local Government Records Program Manual,” adopted by the Nevada State Library and Archives Division on June 26, 2007, are hereby adopted by the City. The respective retention periods that are established in [the Nevada Administrative Code] those documents shall be the minimum periods for which the records of the City, other than judicial records and other documents of the Municipal Court, must be retained.

(C) [A proposed schedule for the retention of the public records of any office, other than judicial records and other documents of the Municipal Court, shall be submitted to the City Clerk. The City Clerk shall then submit the proposed schedule] The City may establish retention schedules for types of records that are not governed by the documents adopted by Subsection (B). In addition, the City may establish a schedule with a longer retention period for any particular class of record than the minimum period set forth in the documents adopted by Subsection (B). Any schedule proposed to be established pursuant to this Subsection (C) shall be submitted to the Records Management Committee for its approval and, after such schedule has received the approval of the Records Management Committee, the City Clerk shall submit the same to the City Council for its approval. Such schedules shall become effective upon [its] approval by the City Council[.], which may be accomplished by means of ordinance or resolution.

(D) The disposition of judicial records and other documents of the Municipal Court shall be governed by a records retention schedule that is approved by the Judges of the Municipal Court by a court rule that is adopted in accordance with the rules of the Nevada Supreme Court. Such schedule shall become effective upon its approval by a majority of the Judges of the Municipal Court and shall establish a system of records management for Municipal

Court to be implemented by the Court Administrator.

SECTION 3: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 4: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this ____ day of _____, 2007.

APPROVED:

By _____
OSCAR B. GOODMAN, Mayor

ATTEST:

BEVERLY K. BRIDGES, CMC
City Clerk

APPROVED AS TO FORM:

Date

The above and foregoing ordinance was first proposed and read by title to the City Council on the ____ day of _____, 2007, and referred to the following committee composed of _____ and _____ for recommendation; thereafter the said committee reported favorably on said ordinance on the ____ day of _____, 2007, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as first introduced and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

APPROVED:

By _____
OSCAR B. GOODMAN, Mayor

ATTEST:

BEVERLY K. BRIDGES, CMC
City Clerk

1 **BILL NO. 2007-**

2 **ORDINANCE NO. _____**

3 AN ORDINANCE TO UPDATE THE COMPOSITION OF THE RECORDS MANAGEMENT
4 COMMITTEE, ADOPT NEVADA'S MINIMUM RECORDS RETENTION SCHEDULES FOR
LOCAL GOVERNMENTS, AND PROVIDE FOR OTHER RELATED MATTERS.

5 Proposed by:

Summary: Updates the composition of the
Records Management Committee, and adopts
Nevada's minimum records retention schedules
for local governments

8 THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN

9 AS FOLLOWS:

10 SECTION 1: Title 2, Chapter 60, Section 30, of the Municipal Code of the City of
11 Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

12 **2.60.030:** A records management committee is hereby established and shall be composed of:

13 (A) The City Manager or his designee;

14 (B) The City Attorney or his designee;

15 (C) The City Clerk;

16 (D) The City Auditor;

17 [(D)] (E) The Director of Finance and [Computer] Business Services or his designee;

18 [and]

19 [(E)] (F) The Director of [General Services] Public Works or his designee[.]; and

20 (G) The Director of Information Technologies or his designee.

21 SECTION 2: Title 2, Chapter 60, Section 70, of the Municipal Code of the City of
22 Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

23 **2.60.070:** (A) A record may be disposed of only in accordance with the records retention
24 schedule that has been approved for records of that type.

25 (B) The documents entitled "Local Government Records Retention Schedules" and
26 "Nevada Local Government Records Program Manual," adopted by the Nevada State Library and
27 Archives Division on June 26, 2007, are hereby adopted by the City. The respective retention periods
28 that are established in [the Nevada Administrative Code] those documents shall be the minimum

1 periods for which the records of the City, other than judicial records and other documents of the
2 Municipal Court, must be retained.

3 (C) [A proposed schedule for the retention of the public records of any office, other
4 than judicial records and other documents of the Municipal Court, shall be submitted to the City Clerk.
5 The City Clerk shall then submit the proposed schedule] The City may establish periods of retention
6 longer than those designated by the State for any particular class of record. Further, the City may
7 established retention schedules for any record not addressed by the State's schedules. Any schedule
8 proposed to be established pursuant to this Subsection (C) shall be submitted to the Records
9 Management Committee for its approval and, after such schedule has received the approval of the
10 Records Management Committee, the City Clerk shall submit the same to the City Council for its
11 approval. Such schedules shall become effective upon [its approval] adoption of an ordinance by the
12 City Council.

13 (D) The disposition of judicial records and other documents of the Municipal Court
14 shall be governed by a records retention schedule that is approved by the Judges of the Municipal
15 Court by a court rule that is adopted in accordance with the rules of the Nevada Supreme Court. Such
16 schedule shall become effective upon its approval by a majority of the Judges of the Municipal Court
17 and shall establish a system of records management for Municipal Court to be implemented by the
18 Court Administrator.

19 SECTION 3: If any section, subsection, subdivision, paragraph, sentence, clause or
20 phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or
21 ineffective by any court of competent jurisdiction, such decision shall not affect the validity or
22 effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the
23 City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision,
24 paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections,
25 subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional,
26 invalid or ineffective.

27 . . .

28 SECTION 4: All ordinances or parts of ordinances or sections, subsections, phrases,

1 sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada,
2 1983 Edition, in conflict herewith are hereby repealed.

3 PASSED, ADOPTED and APPROVED this ____ day of _____, 2007.

4 APPROVED:

5
6 By _____
OSCAR B. GOODMAN, Mayor

7 ATTEST:

8 _____
9 BEVERLY K. BRIDGES, CMC
City Clerk

10 APPROVED AS TO FORM:

11 _____
Date

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1 The above and foregoing ordinance was first proposed and read by title to the City Council on the
2 _____ day of _____, 2007, and referred to the following committee composed of
3 _____ and _____ for recommendation;
4 thereafter the said committee reported favorably on said ordinance on the _____ day of
5 _____, 2007, which was a _____ meeting of said Council; that at said
6 _____ meeting, the proposed ordinance was read by title to the City Council
7 as first introduced and adopted by the following vote:

8 VOTING "AYE": _____

9 VOTING "NAY": _____

10 ABSENT: _____

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APPROVED:

By _____
OSCAR B. GOODMAN, Mayor

ATTEST:

BEVERLY K. BRIDGES, CMC
City Clerk

AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: JANUARY 2, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

SUBJECT:

CITIZENS PARTICIPATION: Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the Records Management Committee. No subject may be acted upon by the Records Management Committee unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited



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RECORDS MANAGEMENT COMMITTEE MEETING OF: JANUARY 2, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

Consent Discussion

SUBJECT:
ADJOURNMENT

