



*Las Vegas*

Agenda Item No.: 4.

**AGENDA SUMMARY PAGE**  
**RECORDS MANAGEMENT COMMITTEE MEETING OF: JANUARY 2, 2008**

DEPARTMENT: CITY CLERK  
DIRECTOR: BEVERLY K. BRIDGES

Consent  Discussion

SUBJECT: BEYAN 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

Motion made by JOSEPH MARCELLA to Approve

Passed For: 5; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2  
BEVERLY K. BRIDGES, MARK VINCENT, JOHN REDLEIN, JOSEPH MARCELLA, RADFORD SNELDING; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-ORLANDO SANCHEZ, CHARLIE KAJKOWSKI)

**Minutes:**

MEMBER REDLEIN explained that the most current draft was produced by CHIEF DEPUTY CITY ATTORNEY VAL STEED and MEMBER BRIDGES. A finalized copy of the draft was distributed to each member for review.

**RECORDS MANAGEMENT COMMITTEE MEETING OF: JANUARY 2, 2008**

MEMBER BRIDGES explained that based on the outcome of the previous Records Management Committee Meeting, it was determined that the precedent would be to draft policies and procedures that would enable the Records Management Committee to implement the new State guidelines without the necessity of presenting everything to the City Council.

VICE CHAIRMAN VINCENT agreed that the draft sufficiently addressed all areas previously discussed.

MEMBER BRIDGES explained that the omission of the section dealing with the Records Retention Schedule was decided upon after a thorough review of the Statutes by the City Attorney's Office.

MEMBER REDLEIN reminded that the City Council would always be involved whether it be approval by vote or approval by passing of an ordinance. As for the Records Management Committee they would have power over the policies and procedures, however the schedules will always be ordinances. MEMBER BRIDGES commented that it leaves the coverage under an ordinance and eliminates the need for individual schedules to be brought before the City Council.

