

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

6  
7  
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

12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

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: \_\_\_\_\_

11

12

APPROVED:

13

14

By \_\_\_\_\_  
OSCAR B. GOODMAN, Mayor

15

ATTEST:

16

\_\_\_\_\_  
BEVERLY K. BRIDGES, CMC  
City Clerk

17

18

19

20

21

22

23

24

25

26

27

28