

# City of Las Vegas

RECORDS MANAGEMENT COMMITTEE MEETING  
CITY HALL, 400 STEWART AVENUE  
CITY CLERKS FIRST FLOOR CONFERENCE ROOM  
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>  
DECEMBER 19, 2008  
9:00 A.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 CLERKS 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 May 6, 2008](#)
4. [Discussion and possible action regarding bill draft pertaining to revision of the composition of the Records Management Committee, and adopts the most recent version of the minimum records retention schedules for local governments in Nevada](#)
5. [Discussion and possible action on Record Retention Schedules for the departments of Administrative Services; Finance and Business Services-Business Services Division and Purchasing and Contracts Division; City Clerk; City Manager, Government & Community Affairs; Mayor and City Council; Neighborhood Services and Planning & Development](#)
6. [Discussion and possible action regarding Public Records Directive and Electronic Records Directive](#)
7. [Discussion and possible action regarding Public Records Requests and Records Certificate of Destruction Forms](#)
8. [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](#)
9. [ADJOURNMENT](#)

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

City Clerks Bulletin Board, City Hall Plaza, 2<sup>nd</sup> 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