



Las Vegas

Agenda Item No.: 4.

AGENDA SUMMARY PAGE
RECORDS MANAGEMENT COMMITTEE MEETING OF: DECEMBER 19, 2008

DEPARTMENT: CITY CLERK
DIRECTOR: BEVERLY K. BRIDGES

Consent Discussion

SUBJECT:
Discussion and possible action regarding a 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

Fiscal Impact

No Impact Augmentation Required
 Budget Funds Available

Amount:
Funding Source:
Dept./Division:

PURPOSE/BACKGROUND:

The bill draft proposes a revision to the composition of the Records Management Committee to include in the membership two additional Directors of the city of Las Vegas, or their designee. In addition, the State's Record Management Committee in August 2008 undertook extensive review and revision of the records retention schedules for all local government entities. The city's retention schedule was reviewed and approved as part of that process. 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 retention schedules for all the city's departments.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

Bill Draft