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BILL NO. 2009-

ORDINANCE NO. _____

2008 DEC 7
AN ORDINANCE TO REVISE THE COMPOSITION OF THE RECORDS MANAGEMENT COMMITTEE, ADOPT THE MOST RECENT VERSION OF THE MINIMUM RECORDS RETENTION SCHEDULES FOR LOCAL GOVERNMENTS IN NEVADA, AND PROVIDE FOR OTHER RELATED MATTERS.

Proposed by: Beverly K. Bridges, City Clerk

Summary: Revises the composition of the Records Management Committee, and adopts the most recent version of the minimum records retention schedules for local governments in Nevada.

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;
- (E) The Director of Finance and Business Services or his designee;
- (F) The Director of Public Works or his designee; [and]
- (G) The Director of Information Technologies or his designee[.];
- (H) The Director of Detention and Enforcement or his designee; and
- (I) The Municipal Court Administrator 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 following documents [entitled "Local Government Records Retention Schedules" and "Nevada Local Government Records Program Manual," adopted by the Nevada State

1 Library and Archives Division on June 26, 2007,] are hereby adopted by the City[.]:

2 (1) “Nevada Local Government Records Program Manual.” as adopted by
3 the Nevada State Library and Archives Division on June 26, 2007; and

4 (2) “Local Government Records Retention Schedules.” as adopted by the
5 Nevada State Library and Archives Division on June 26, 2007, and as subsequently amended on
6 August 28, 2008.

7 ➡ The respective retention periods that are established in those documents shall be the minimum
8 periods for which the records of the City, other than judicial records and other documents of the
9 Municipal Court, must be retained.

10 (C) The City may establish periods of retention longer than those designated by
11 the State for any particular class of record. Further, the City may establish retention schedules for any
12 record not addressed by the State’s schedules. Any schedule proposed to be established pursuant to
13 this Subsection (C) shall be submitted to the Records Management Committee for its approval and,
14 after such schedule has received the approval of the Records Management Committee, the City Clerk
15 shall submit the same to the City Council for its approval. Such approval shall be accomplished by
16 ordinance.

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

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

1 subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional,
2 invalid or ineffective.

3 SECTION 4: All ordinances or parts of ordinances or sections, subsections, phrases,
4 sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada,
5 1983 Edition, in conflict herewith are hereby repealed.

6 PASSED, ADOPTED and APPROVED this ____ day of _____, 2009.

7 APPROVED:

8
9 By _____
OSCAR B. GOODMAN, Mayor

10 ATTEST:

11 _____
12 BEVERLY K. BRIDGES, CMC
City Clerk

13 APPROVED AS TO FORM:

14 _____
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 _____, 2009, 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 _____, 2009, 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