



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 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

Fiscal Impact

- No Impact Augmentation Required
 Budget Funds Available

Amount:
Funding Source:
Dept./Division:

PURPOSE/BACKGROUND:

In accordance with NRS 239, Retention Schedules are required to be submitted to the City Council for approval. Prior to submittal to the City Council all departmental schedules are to be reviewed and approved by the Records Management Committee.

RECOMMENDATION:

Approve the submitted schedules and forward to the City Council

BACKUP DOCUMENTATION:

Record Retention Schedules for:

1. Administrative Services
2. Finance and Business Services-Business Services Division and Purchasing and Contracts Division
3. City Clerk
4. City Manager
5. Government & Community Affairs
6. Mayor and City Council
7. Neighborhood Services
8. Planning & Development