



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 Public Records Directive and Electronic Records Directive

Fiscal Impact:

- No Impact Augmentation Required
 Budget Funds Available

Amount:
Funding Source:
Dept./Division:

PURPOSE/BACKGROUND:

In order to define policy regarding Public Records and Electronic Records, these directives have been developed to ensure city-wide compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

1. Public Records Directive
2. Electronic Records Directive