



Agenda Item No.: 7.

**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 Requests and Records Certificate of Destruction forms

**Fiscal Impact:**

No Impact  Augmentation Required  
 Budget Funds Available

Amount:  
Funding Source:  
Dept./Division:

**PURPOSE/BACKGROUND:**

In order to define standard guidelines for the proper processing of Public Records requests and the documentation for the destruction of Public Records, these forms 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 Request Form
2. Records Certificate of Destruction