



Agenda Item No.: 14.

DEPARTMENT: CITY CLERK
DIRECTOR: BEVERLY K. BRIDGES

☒ **Consent** ☐ **Discussion**

SUBJECT:

Approval of Record Retention Schedules, by reference, for the departments of Administrative Services, Building and Safety, City Attorney, City Auditor, City Clerk, City Manager, Detention and Enforcement, Field Operations, Finance and Business Services, Fire and Rescue, Human Resources, Information Technologies, Leisure Services, Neighborhood Services, Office of Business Development, Planning and Development and Public Works

Fiscal Impact

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No Impact

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Augmentation Required

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Budget Funds Available

Amount:

Funding Source:

Dept./Division:

PURPOSE/BACKGROUND:

In accordance with NRS 239, departmental Records Retention Schedules are required to be submitted to the City Council for approval after they had been reviewed by the City's Records Management Committee. All of the above mentioned retention schedules were approved by the Records Management Committee on December 19, 2008 and March 31, 2009. All aforementioned retention schedules are on file in the City Clerk's office and available on the City Clerk's intranet page.

RECOMMENDATION:

Approve the referenced retention schedules.

BACKUP DOCUMENTATION:

None

Motion made by STEVE WOLFSON to Approve Items 12-22, 24-37, 39-45 and 47-49

Passed For: 5; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

RICKI Y. BARLOW, STEVE WOLFSON, GARY REESE, STEVEN D. ROSS, DAVID W. STEINMAN; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-LOIS TARKANIAN, OSCAR B. GOODMAN)