

1 **BILL NO. 2010-33**

2 **ORDINANCE NO. _____**

3 AN ORDINANCE RELATING TO RECORDS; ADOPTING THE MOST RECENT VERSIONS OF
4 THE LOCAL GOVERNMENT RECORDS PROGRAM MANUAL AND MINIMUM RECORDS
5 RETENTION SCHEDULES FOR LOCAL GOVERNMENTS IN NEVADA; REPEALING
SECTION 2.52.040 OF THE MUNICIPAL CODE (RELATING TO THE MINUTES OF CITY
BOARDS AND COMMISSIONS); AND PROVIDING FOR OTHER RELATED MATTERS.

6 Proposed by: Beverly K. Bridges, City Clerk

Summary: Adopts the most recent versions of
the Local Government Records Program Manual
and minimum records retention schedules for
local governments in Nevada, and repeals
LVMC 2.52.040 (relating to the minutes of City
boards and commissions).

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10 THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN
11 AS FOLLOWS:

12 SECTION 1: Title 2, Chapter 60, Section 70, of the Municipal Code of the City of
13 Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

14 **2.60.070:** (A) A record may be disposed of only in accordance with the records retention
15 schedule that has been approved for records of that type.

16 (B) The following documents are hereby adopted by the City:

17 (1) "Nevada Local Government Records Program Manual," as adopted by
18 the Nevada State Library and Archives Division on June 26, 2007[.], and subsequently amended on
19 February 9, 2010; and

20 (2) "Local Government Records Retention Schedules," as adopted by the
21 Nevada State Library and Archives Division on June 26, 2007, and as subsequently amended on
22 August 28, 2008[.], and February 9, 2010.

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

26 (C) The City may establish periods of retention longer than those designated by
27 the State for any particular class of record. Further, the City may establish retention schedules for any
28 record not addressed by the State's schedules. Any schedule proposed to be established pursuant to

1 this Subsection (C) shall be submitted to the Records Management Committee for its approval and,
2 after such schedule has received the approval of the Records Management Committee, the City Clerk
3 shall submit the same to the City Council for its approval. Such approval shall be accomplished by
4 ordinance.

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

11 SECTION 2: Title 2, Chapter 52, Section 40, of the Municipal Code of the City of Las
12 Vegas, Nevada, 1983 Edition, is hereby repealed in its entirety.

13 SECTION 3: If any section, subsection, subdivision, paragraph, sentence, clause or
14 phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or
15 ineffective by any court of competent jurisdiction, such decision shall not affect the validity or
16 effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the
17 City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision,
18 paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections,
19 subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional,
20 invalid or ineffective.

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

4 PASSED, ADOPTED and APPROVED this _____ day of _____, 2010.

5 APPROVED:

6
7 By _____
8 OSCAR B. GOODMAN, Mayor

9 ATTEST:

10 _____
11 BEVERLY K. BRIDGES, MMC
12 City Clerk

13 APPROVED AS TO FORM:

14 *Vul Steed* 7-7-10
15 _____
16 Date

1 The above and foregoing ordinance was first proposed and read by title to the City Council on the
2 _____ day of _____, 2010, 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 _____, 2010, 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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12 APPROVED:

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14 By _____
OSCAR B. GOODMAN, Mayor

15 ATTEST:

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17 BEVERLY K. BRIDGES, MMC
City Clerk

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