

# City of Las Vegas

## RECORDS MANAGEMENT COMMITTEE MEETING AGENDA

CITY HALL, 400 STEWART AVENUE  
CITY MANAGERS CONFERENCE ROOM 8<sup>th</sup> FLOOR  
CITY OF LAS VEGAS INTERNET ADDRESS: [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)  
MARCH 31, 2009  
1:00 P.M.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

DUPLICATE AUDIO CDS MAY BE AVAILABLE AT A COST OF \$5.00 EACH THROUGH THE CITY CLERKS OFFICE.

1. [CALL TO ORDER](#)
2. [ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW](#)
3. [Approval of final minutes by reference of the Records Management Committee meeting of December 19, 2008](#)
4. [Discussion and possible action on Record Retention Schedules for the departments of City Manager, City Attorney, City Auditor, Office of Business Development, Detention and Enforcement, Fire and Rescue, Finance and Business Services, Human Resources, Information Technologies, Leisure Services, Building and Safety, Public Works and Field Operations](#)
5. [Discussion and possible action regarding Record Operating Procedures for Development of Records Retention Schedules, Public Records Requests and Destruction of Public Records](#)
6. [CITIZENS PARTICIPATION: Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the Records Management Committee. No subject may be acted upon by the Records Management Committee unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited](#)
7. [ADJOURNMENT](#)

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

City Clerks Bulletin Board, City Hall Plaza, 2<sup>nd</sup> Floor Skybridge  
Bulletin Board, City Hall Plaza, (next door to Metro Records)  
Las Vegas Library, 833 Las Vegas Boulevard North  
Clark County Government Center, 500 S. Grand Central Parkway  
Grant Sawyer Building, 555 E. Washington Avenue