



Las Vegas

Agenda Item No.: 4.

AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: MARCH 31, 2009

DEPARTMENT: CITY CLERK
DIRECTOR: BEVERLY K. BRIDGES

☐ Consent ☒ Discussion

SUBJECT:

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

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, Retention Schedules are required to be submitted to the City Council for approval. Prior to submittal to the City Council all departmental schedules are to be reviewed and approved by the Records Management Committee.

RECOMMENDATION:

Approve the submitted schedules and forward to the City Council

BACKUP DOCUMENTATION:

Record Retention Schedules for:

1. City Manager, City Attorney, City Auditor and Office of Business Development
2. Detention and Enforcement and Fire and Rescue
3. Finance and Business Services, Human Resources and Information Technologies
4. Leisure Services and Building and Safety
5. Public Works and Field Operations