



Agenda Item No.: 5.

DEPARTMENT: CITY CLERK
DIRECTOR: BEVERLY K. BRIDGES

☐ Consent ☒ Discussion

SUBJECT:
Discussion and possible action regarding Record Operating Procedures for Development of Records Retention Schedules, Public Records Requests and Destruction of Public Records

Fiscal Impact:

☐ No Impact ☐ Augmentation Required
☐ Budget Funds Available

Amount:
Funding Source:
Dept./Division:

PURPOSE/BACKGROUND:

In ensure statutory compliance and consistent service delivery, Record Operating Procedures have been developed for review and approval by the Records Management Committee.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

1. ROP CL-203 - Development of Records Retention Schedules
2. ROP CL-200 - Public Records Requests
3. ROP CL-201 - Destruction of Public Records