

1 **BILL NO. 2010-33**

2 **ORDINANCE NO. 6107**

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 The above and foregoing ordinance was first proposed and read by title to the City Council
2 on the 21st day of July, 2010, and referred to a committee for recommendation; thereafter
3 the committee reported favorably on said ordinance on the 18th day of August, 2010,
4 which as a regular meeting of said Council; that at said regular meeting, the proposed
5 ordinance was read by title to the City Council as first introduced and adopted by the
6 following vote:

7 VOTING "AYE": Mayor Goodman and Councilmembers Reese, Wolfson, Tarkanian,
8 Ross, Barlow and Anthony
9 VOTING "NAY": None
10 EXCUSED: None
11 ABSTAINED: None

12 APPROVED:

13 
OSCAR B. GOODMAN, Mayor

14 ATTEST:

15 
16 ~~BEVERLY K. BRIDGES, MMC City Clerk~~
17 By: Vicky Skilbred, CMC
Acting City Clerk

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**BUSINESS IMPACT STATEMENT
BILL NO. 2010-33**

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)

This business impact statement was prepared pursuant to NRS 237.090 to address the impact of a proposed ordinance, Bill No. 2010-33, that would adopt the most recent versions of the Local Government Records Program Manual and minimum records retention schedules for local governments in Nevada, and repeal LVMC 2.52.040 (relating to the minutes of City boards and commissions)

1. The following constitutes a description of the number of the manner in which comment was solicited from affected businesses, a summary of their responses and an explanation of the manner in which other interested persons may obtain a copy of the summary.

Not applicable

2. The estimated economic effect of the proposed rule on businesses, including, without limitation, both adverse and beneficial effects, and both direct and indirect effects:

Adverse effects:

None

Beneficial effects:

None

Direct effects:

None

Indirect effects:

None

3. The following constitutes a description of the methods the local government considered to reduce the impact of the proposed rule on businesses and a statement regarding whether any, and if so which, of these methods were used:

Not applicable

4. The governing body estimates the annual cost to the local government for enforcement of the proposed rule is:

No additional cost

5. If the proposed rule provides for a new fee or increases an existing fee, the total annual amount expected to be collected is:

Not applicable

6. If the proposed rule provides for a new fee or increases an existing fee, the money generated by the new fee or increase in existing fee will be used by the local government to:

Not applicable

7. If the proposed rule includes provisions that duplicate or are more stringent than federal, state or local standards regulating the same activity, the following explains when such duplicative or more stringent provisions are necessary:

Not applicable

Date: July 7, 2010

AFFP DISTRICT COURT
Clark County, Nevada

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CITY CLERK

AFFIDAVIT OF PUBLICATION

2010 AUG 12 P 2 56

STATE OF NEVADA)
COUNTY OF CLARK) SS:

STACEY M. LEWIS, being 1st duly sworn, deposes and says: That she is the Legal Clerk for the Las Vegas Review-Journal and the Las Vegas Sun, daily newspapers regularly issued, published and circulated in the City of Las Vegas, County of Clark, State of Nevada, and that the advertisement, a true copy attached for,

LV CITY CLERK

2296311LV

6540045

was continuously published in said Las Vegas Review-Journal and / or Las Vegas Sun in 1 edition(s) of said newspaper issued from 08/06/2010 to 08/06/2010, on the following days:

08/06/2010

BILL NO. 2010-33

AN ORDINANCE RELATING TO RECORDS; ADOPTING THE MOST RECENT VERSIONS OF THE LOCAL GOVERNMENT RECORDS PROGRAM MANUAL AND MINIMUM RECORDS 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.

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).

At the City Council meeting of
 JULY 21, 2010

BILL NO. 2010-33 WAS READ BY TITLE AND REFERRED TO A RECOMMENDING COMMITTEE.

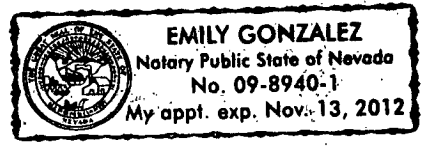
COPIES OF THE COMPLETE ORDINANCE ARE AVAILABLE FOR PUBLIC INFORMATION IN THE OFFICE OF THE CITY CLERK, 1ST FLOOR, 400 STEWART AVENUE, LAS VEGAS, NEVADA

PUB: August 6, 2010
 LV Review-Journal

Signed: Stacey M. Lewis

SUBSCRIBED AND SWORN BEFORE ME THIS, THE 6th day of August, 2010.

Emily Gonzalez
Notary Public



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2010 SEP -3 A 11:18

AFFP DISTRICT COURT
Clark County, Nevada

AFFIDAVIT OF PUBLICATION

STATE OF NEVADA)
COUNTY OF CLARK) SS:

STACEY M. LEWIS, being 1st duly sworn, deposes and says: That she is the Legal Clerk for the Las Vegas Review-Journal and the Las Vegas Sun, daily newspapers regularly issued, published and circulated in the City of Las Vegas, County of Clark, State of Nevada, and that the advertisement, a true copy attached for,

LV CITY CLERK 2296311LV 6577818

was continuously published in said Las Vegas Review-Journal and / or Las Vegas Sun in 1 edition(s) of said newspaper issued from 08/21/2010 to 08/21/2010, on the following days:

08/21/2010

BILL NO. 2010-33
ORDINANCE NO. 6107

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The above and foregoing ordinance was first proposed and read by title to the City Council on the 21st day of July 2010 and referred to a committee, for recommendation; thereafter the committee reported favorably on said ordinance on the 18th day of August 2010, which was a regular meeting of said City Council; and that at said regular meeting the proposed ordinance

was read by title to the City Council as first introduced and was adopted by the following vote:

VOTING "AYE": Mayor Goodman and Councilmembers Reese, Wolfson, Tarkanian, Ross, Barlow, and Anthony
VOTING "NAY": NONE
EXCUSED: NONE

COPIES OF THE COMPLETE ORDINANCE ARE AVAILABLE FOR PUBLIC INFORMATION IN THE OFFICE OF THE CITY CLERK, 1ST FLOOR, 400 STEWART AVENUE, LAS VEGAS, NEVADA.

PUB: August 21, 2010
LV Review-Journal.

Signed: Stacey M. Lewis

SUBSCRIBED AND SWORN BEFORE ME THIS, THE 20th day of August, 2010.

Emily Gonzalez
Notary Public

