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2
3 AN ORDINANCE RELATING TO THE PUBLIC RECORDS OF THE CITY; AMENDING
4 TITLE 2 OF THE MUNICIPAL CODE OF THE CITY OF LAS VEGAS, NEVADA,
5 1983 EDITION, BY ADDING THERETO A NEW CHAPTER ESTABLISHING A
6 RECORDS MANAGEMENT PROGRAM; DESIGNATING THE CITY CLERK AS THE
7 ADMINISTRATOR OF SUCH PROGRAM; ESTABLISHING A RECORDS MANAGEMENT
8 COMMITTEE; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO;
9 AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT
10 HEREWITH.

11
12 Sponsored by:
13 Mayor Ron Lurie

Summary: Establishes a records
management program, designates the
City Clerk as administrator of the
program and establishes a records
management committee.

14
15 THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY
16 ORDAIN AS FOLLOWS:

17 SECTION 1: Title 2 of the Municipal Code of the City
18 of Las Vegas, Nevada, 1983 Edition, is hereby amended by adding
19 thereto a new chapter, consisting of the provisions that are set
20 forth as Sections 2 to 15, inclusive, of this Ordinance.

21 SECTION 2: Unless the context otherwise requires, the
22 words that are used in this Chapter shall have the meanings that
23 are ascribed to them in Sections 3 to 9, inclusive, of this
24 Ordinance.

25 SECTION 3: "Disposition" means the final action that
26 has been recommended for a record by the records retention sche-
27 dule that has been approved for the office that produces or
28 generates the record.

29 SECTION 4: "Office" means any office, department,
30 board, commission, committee, agency or any other division of the
31 City.

32 SECTION 5: "Public record" means any paper, correspon-
dence, form, book, photograph, film, sound recording, map,
drawing or other document, regardless of its physical form or
characteristics, that has been made by any office or official or
received by it in connection with the transaction of public busi-

1 ness.

2 The term does not include published books and pamphlets,
3 books and pamphlets that have been printed by a government
4 printer, worksheets that are used to collect or compile data
5 after such data has been included in a record, answer pads for
6 telephones or other informal notes, stenographers' notes after
7 the information that is contained therein has been transcribed,
8 unused forms, except unused ballots, brochures, newsletters,
9 magazines, newspapers, except those portions of newspapers that
10 are retained as evidence of publication, scrapbooks and property
11 that have been left or deposited with an office which would
12 otherwise be defined as a record except that the ownership of
13 such property does not reside with the City.

14 SECTION 6: "Records center" means an area for housing
15 inactive or semi-active records which do not receive sufficient
16 use to warrant their retention in the office in which they were
17 initially kept.

18 SECTION 7: "Records retention schedule" means an ite-
19 mized list of record series, with the corresponding time periods
20 for which they must be kept, including the location and final
21 disposition thereof.

22 SECTION 8: "Record series" means documents, volumes or
23 folders that are arranged under a single filing system or are
24 kept together as a unit because they relate to a particular sub-
25 ject, result from the same activity or have a particular form.

26 SECTION 9: "Vital records" means those records that
27 would be essential for the reconstruction of the function and
28 operation of a department in order for it to conduct business
29 following a disaster.

30 SECTION 10: The City Clerk will be responsible for
31 developing and implementing a records management program for the
32 City. In that capacity, the City Clerk shall:

- 1 (A) Establish guidelines and procedures for making an
2 inventory of and retaining the public records of
3 the City in accordance with approved records reten-
4 tion schedules.
- 5 (B) Establish a records center for storing inactive
6 public records of the City pending their disposi-
7 tion in accordance with approved records retention
8 schedules.
- 9 (C) Establish a program for the protection of histori-
10 cal, archival and vital records that are essential
11 to the continuation or reestablishment of govern-
12 mental operations in the event of a natural or
13 other disaster.
- 14 (D) Provide micrographics services to the various offi-
15 ces for public records that require permanent
16 retention, records that have a minimum retention of
17 seven years and vital records.

18 SECTION 11: A records management committee is hereby
19 established and shall be composed of:

- 20 (A) the City Manager or his designee;
21 (B) the City Attorney or his designee;
22 (C) the City Clerk;
23 (D) the Director of Finance and Computer Services or
24 his designee; and
25 (E) the Director of General Services or his designee.

26 SECTION 12: The records management committee shall:

- 27 (A) Except as is otherwise provided in Section 15 of
28 this Ordinance, approve or modify all records
29 retention schedules before they are submitted to
30 the City Council for their approval.
- 31 (B) Approve all requests for the purchase of filing or
32 micrographics equipment.

1 (C) Provide general guidance and assistance with
2 respect to improvements of the records management
3 process.

4 SECTION 13: The director of each department of the City
5 shall:

6 (A) Conduct an inventory of all of the public records
7 that exist within that department for disposition
8 in accordance with procedures that are prescribed
9 by the City Clerk.

10 (B) Prepare a records retention schedule for public
11 records within that department.

12 SECTION 14:

13 (A) The right to the custody and control of public
14 records that have been transferred to the records
15 center shall remain with the transferring office.

16 (B) The right to the custody and control of public
17 records that have been transferred to the City
18 archives passes to the City Clerk at the time that
19 such records are accepted for the City archives.

20 SECTION 15:

21 (A) A record may be disposed of only in accordance with
22 the records retention schedule that has been
23 approved for records of that type.

24 (B) The respective retention periods that are
25 established in the Nevada Administrative Code shall
26 be the minimum periods for which the records of the
27 City, other than judicial records and other docu-
28 ments of the Municipal Court, must be retained.

29 (C) A proposed schedule for the retention of the public
30 records of any office, other than judicial records
31 and other documents of the Municipal Court, shall
32

1 be submitted to the City Clerk. The City Clerk
2 shall then submit the proposed schedule to the
3 records management committee for its approval and,
4 after such schedule has received the approval of
5 the records management committee, the City Clerk
6 shall submit the same to the City Council for its
7 approval. Such schedules shall become effective
8 upon its approval by the City Council.

9 (D) The disposition of judicial records and other docu-
10 ments of the Municipal Court shall be governed by a
11 records retention schedule that is approved by the
12 Judges of the Municipal Court by a court rule that
13 is adopted in accordance with the rules of the
14 Nevada Supreme Court. Such schedule shall become
15 effective upon its approval by a majority of the
16 Judges of the Municipal Court and shall establish a
17 system of records management for Municipal Court to
18 be implemented by the Court Administrator.

19 SECTION 16: If any section, subsection, subdivision,
20 paragraph, sentence, clause, or phrase in this ordinance or any
21 part thereof is for any reason held to be unconstitutional or
22 invalid or ineffective by any court of competent jurisdiction,
23 such decision shall not affect the validity or effectiveness of
24 the remaining portions of this ordinance or any part thereof.
25 The City Council of the City of Las Vegas, Nevada, hereby
26 declares that it would have passed each section, subsection, sub-
27 division, paragraph, sentence, clause, or phrase thereof
28 irrespective of the fact that any one or more sections, subsec-
29 tions, subdivisions, paragraphs, sentences, clauses, or phrases
30 be declared unconstitutional, invalid, or ineffective.

31 SECTION 17: All ordinances or parts of ordinances, sec-
32 tions, subsections, phrases, sentences, clauses or paragraphs

1 contained in the Municipal Code of the City of Las Vegas, Nevada,
2 1983 Edition, in conflict herewith are hereby repealed.

3 PASSED, ADOPTED and APPROVED this 18th day of
4 May, 1988.


5 APPROVED:

6
7 By 
8 RON LURIE, Mayor

*Approved
VS
5-20-88*

9 ATTEST:

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12 KATHLEEN M. TIGHE, City Clerk

13 BY: 
14 SANDRA R. LeBOEUF,
15 CHIEF DEPUTY CITY CLERK

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The above and foregoing ordinance was first proposed and read by title to the City Council on the 20th day of April, 1988, and referred to the following committee composed of Mayor Lurie and Councilman Nolen for recommendation; thereafter the said committee reported favorably on said ordinance on the 18th day of May, 1988, which was a regular meeting of said Council; that at said regular meeting, the proposed ordinance was read by title to the City Council as first introduced and adopted by the following vote:

VOTING "AYE" : Councilmen Adamsen, Bunker, Miller, Nolen and Mayor Lurie
VOTING "NAY" : NONE
ABSENT: NONE

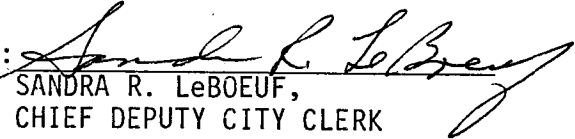
APPROVED:

By 
RON LURIE, MAYOR

ATTEST:

*Approved
vs
5-20-88*

Kathleen M. Tighe, City Clerk

BY: 
SANDRA R. LeBOEUF,
CHIEF DEPUTY CITY CLERK

AFFIDAVIT OF PUBLICATION

STATE OF NEVADA) SS
COUNTY OF CLARK)

Mr. George J. Vasconi, being first duly sworn, deposes and says that he is Business Manager for the LAS VEGAS REVIEW-JOURNAL, a daily newspaper at Las Vegas, in the County of Clark, State of Nevada, and that the attached was continuously published in said newspaper for a period of One insertions from period of May 21, 1988 to May 21, 1988 inclusive, being the issue of said newspaper for the following dates, to wit:

May 21, 1988

That said newspaper was regularly issued and circulated on each of the dates above named.

BILL NO. 88-21
ORDINANCE NO. 3355
AN ORDINANCE RELATING TO THE PUBLIC RECORDS OF THE CITY; AMENDING TITLE 2 OF THE MUNICIPAL CODE OF THE CITY OF LAS VEGAS, NEVADA, 1983 EDITION, BY ADDING THERETO A NEW CHAPTER ESTABLISHING A RECORDS MANAGEMENT PROGRAM; DESIGNATING THE CITY CLERK AS THE ADMINISTRATOR OF SUCH PROGRAM; ESTABLISHING A RECORDS MANAGEMENT COMMITTEE; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.
SPONSORED BY:
Mayor Ron Lurie
SUMMARY:
Establishes a records management program, designates the City Clerk as administrator of the program and establishes a records management committee.
THE ABOVE AND FOREGOING ORDINANCE WAS FIRST PROPOSED AND READ BY TITLE TO THE CITY COUNCIL ON THE 20TH DAY OF APRIL, 1988 AND REFERRED TO THE FOLLOWING COMMITTEE COMPOSED OF MAYOR LURIE AND COUNCILMAN NOLEN FOR RECOMMENDATION; THEREAFTER THE SAID COMMITTEE REPORTED FAVORABLY ON SAID ORDINANCE ON THE 18TH DAY OF MAY, 1988, WHICH WAS A REGULAR MEETING OF SAID COUNCIL; THAT AT SAID REGULAR MEETING, THE PROPOSED ORDINANCE WAS READ BY TITLE TO THE CITY COUNCIL AS FIRST INTRODUCED AND ADOPTED BY THE FOLLOWING VOTE:
VOTING "AYE" COUNCILMEN: Adamsen, Bunker, Miller, Nolen and Mayor Lurie
VOTING "NAY" COUNCILMEN: NONE
ABSENT: NONE
COPIES OF THE COMPLETE ORDINANCE ARE AVAILABLE FOR PUBLIC INFORMATION IN THE OFFICE OF THE CITY CLERK, 10TH FLOOR, CITY HALL, 400 EAST STEWART AVENUE, LAS VEGAS, NEVADA.
PUB: May 21, 1988

SIGNED George J. Vasconi
GEORGE J. VASCONI

Subscribed and sworn to before me this 24 day of May, 1988

Marjorie E. Ouellette
NOTARY PUBLIC, IN AND FOR CLARK COUNTY, NEVADA



MARJORIE E. OUELLETTE
Notary Public - State of Nevada
CLARK COUNTY
My Appointment Expires Dec. 2, 1989

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AFFIDAVIT OF PUBLICATION

STATE OF NEVADA) SS
COUNTY OF CLARK)

Mr. George J. Vasconi, being first duly sworn, deposes and says that he is Business Manager for the LAS VEGAS REVIEW-JOURNAL, a daily newspaper at Las Vegas, in the County of Clark, State of Nevada, and that the attached was continuously published in said newspaper for a period of One insertions from period of May 5, 1988 to May 5, 1988 inclusive, being the issue of said newspaper for the following dates, to wit:

May 5, 1988

That said newspaper was regularly issued and circulated on each of the dates above named.

BILL NO. 88-21
AN ORDINANCE RELATING TO THE PUBLIC RECORDS OF THE CITY; AMENDING TITLE 2 OF THE MUNICIPAL CODE OF THE CITY OF LAS VEGAS, NEVADA, 1983 EDITION, BY ADDING THERETO A NEW CHAPTER ESTABLISHING A RECORDS MANAGEMENT PROGRAM; DESIGNATING THE CITY CLERK AS THE ADMINISTRATOR OF SUCH PROGRAM; ESTABLISHING A RECORDS MANAGEMENT COMMITTEE; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.
SPONSORED BY:
Mayor Ron Lurie
SUMMARY:
Establishes a records management program, designates the City Clerk as administrator of the program and establishes a records management committee.
At a City Council meeting April 20, 1988.
BILL NO. 88-21 WAS READ BY TITLE AND REFERRED TO RECOMMENDING COMMITTEE: Mayor Lurie and Councilman Nolen
COPIES OF THE COMPLETE ORDINANCE ARE AVAILABLE FOR PUBLIC INFORMATION IN THE OFFICE OF THE CITY CLERK, 10TH FLOOR, CITY HALL, 400 EAST STEWART AVENUE, LAS VEGAS, NEVADA
PUR: May 5, 1988

SIGNED *George J. Vasconi*
GEORGE J. VASCONI

Subscribed and sworn to before me this 5 day of May, 1988

Marjorie E. Ouellette
NOTARY PUBLIC, IN AND FOR CLARK COUNTY, NEVADA



MARJORIE E. OUELLETTE
Notary Public - State of Nevada
CLARK COUNTY
My Appointment Expires Dec. 21, 1989

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AFFIDAVIT OF PUBLICATION

STATE OF NEVADA) SS
COUNTY OF CLARK)

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SPONSORED BY: Mayor Ron Lurie
SUMMARY:
Establishes a records management program, designates the City Clerk as administrator of the program and establishes a records management committee.
At a City Council meeting April 20, 1988.
BILL NO. 88-21 WAS READ BY TITLE AND REFERRED TO RECOMMENDING COMMITTEE: Mayor Lurie and Councilman Nolan
COPIES OF THE COMPLETE ORDINANCE ARE AVAILABLE FOR PUBLIC INFORMATION IN THE OFFICE OF THE CITY CLERK, 10TH FLOOR, CITY HALL, 400 EAST STEWART AVENUE, LAS VEGAS, NEVADA
PUR: May 5, 1988

SIGNED *George J. Vasconi*
GEORGE J. VASCONI

Subscribed and sworn to before me this 5 day of May, 1988

Marjorie E. Ouellette
NOTARY PUBLIC, IN AND FOR CLARK COUNTY, NEVADA



MARJORIE E. OUELLETTE
Notary Public - State of Nevada
CLARK COUNTY
My Appointment Expires Dec. 2, 1989

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