



Agenda Statement

File #: RES 20-0008 **Version:** 1
Type: Resolution **Status:** Passed
File created: 1/28/2020 **In control:** City Council
On agenda: 2/4/2020 **Final action:** 2/4/2020
Title: #20-08 - Authorizing the City Clerk to Dispose of Certain City Records

Sponsors:

Indexes:

Code sections:

Attachments: 1. #20-XX- Authorizing Destruction of City Records, 2. Attachment A - 2020 Destruction Report

| Date | Ver. | Action By | Action | Result |
|----------|------|--------------|----------|--------|
| 2/4/2020 | 1 | City Council | approved | Pass |

ITEM TITLE:

#20-08 - Authorizing the City Clerk to Dispose of Certain City Records

SUBMITTED BY: Shelley McMillen, City Records Manager

FISCAL NOTES:

Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Approve Resolution # 20-XX

SUMMARY STATEMENT:

Disposal of City records requires approval by the Valdez City Council.

Records listed in "Attachment A" have exceeded the retention period outlined in the City of Valdez Records Retention Schedule as approved in Resolution No 19-45.

Prior to submitting the records to Council for destruction, the City Clerk's Office requires review and approval by the department which created the documents. All records are also reviewed for historical and legal value by the City Clerk's Office prior to recommending destruction.