



Legislation Text

File #: RES 18-0011, **Version:** 1

ITEM TITLE:

#18-11 - Authorizing the City Clerk to Dispose of Certain City Records

SUBMITTED BY: Sheri L. Pierce, MMC, City Clerk

FISCAL NOTES:

Expenditure Required: [Click here to enter text.](#)

Unencumbered Balance: [Click here to enter text.](#)

Funding Source: [Click here to enter text.](#)

RECOMMENDATION:

Approve Resolution No. 18-11.

SUMMARY STATEMENT:

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

Records listed in Attachment "A" and Attachment "B" have exceeded their period of retention as directed by the City of Valdez Records Retention Schedule. 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 reviewed for historical value by the City Clerk prior to recommending destruction.