



Legislation Text

File #: RES 19-0017, **Version:** 1

ITEM TITLE:

#19-17 - 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 #19-17 Authorizing the City Clerk to dispose of certain City records

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 also reviewed for historical value by the City Clerk's Office prior to recommending destruction.