



Legislation Text

File #: RES 20-0008, **Version:** 1

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.