



OFFICE OF THE CITY CLERK

REPORT

To The Honorable Mayor And City Council

DATE: May 10, 1991

REPORT: NO.: CC-90-05

SUBJECT: Records Disposition Schedule for the Legislative Services Department

SUMMARY

Issue - Should the Council approve the Records Disposition Schedule for the Legislative Services Department?

City Clerk's Recommendation - Approve the Records Disposition Schedule for the Legislative Services Department.

Fiscal Impact - Implementation of the Records Disposition Schedule will be minimal.

DISCUSSION

On September 10, 1990, Council adopted Ordinance O-17581 (New Series) amending the Municipal Code to create the Department of Legislative Services and repealing that section of the Municipal Code entitled "Department of Intergovernmental Relations" (IRD).

It was the determination of the Council that IRD would best function as a new department to support the Council's legislative duties. The Council expressed its intent to create the new Department of Legislative Services by combining the staffs of IRD and the Council Committee Consultant element of the Council Administration.

In order to provide the new Department of Legislative Services with a guide and legal authorization for disposal of its records, staff of the Records Management and Information Division of my office has prepared a Records Disposition Schedule for the department. All

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of the records listed in this Schedule were previously approved either as part of the IRD or Council Administration. As a result, savings from the adoption and implementation of the Department of Legislative Services Schedule will be minor, much less than is usually the case for this type of action.

The Department of Legislative Services Records Disposition Schedule will be the thirty-first approved to date. With this Schedule, 30,350 cubic feet of records have been inventoried and 2,626 record series have been identified and described.



Charles G. Abdelnour
City Clerk

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