

141.4 SUBJECT: RECORDS RETENTION COMMITTEE -- ORGANIZATION AND POLICY

:1 OBJECTIVE:

Provide a qualified advisory committee to govern the management of the public records of the City.

:2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

:3 DIRECTION:

City Clerk/General Administration Director, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

:4 FUNCTIONS:

- A. To provide a forum for discussion pertaining to the management of the public records of the City.
- B. To provide suitable guidelines and rules for the orderly management, scheduling destruction, and microfilming of public records of the City.
- C. To ensure compliance with the guidelines, rules and regulations established by the Division of Archives, History and Records Management of the Department of State of the State of Florida and with the provisions of Florida Statutes, Chapter 119.

:5 FORMS:

None.

:6 COMMITTEE:

City Clerk, as Chairman, or designee
City Attorney, or designee
Supervisor of City Records & Archives Management
Other members as may be designated by the City Clerk

:7 REFERENCE:

City Council action of September 26, 1977, Item 27, adopting Sections 2.151-2.156, Chapter 2, City Code. This procedure adopted by City Council March 12, 1979, Item 12; amended February 25, 1985, Item 16 (A-12); amended April 19, 1993; amended October 23, 2000, Item 2-HH.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.