



City of Maricopa

Legislation Details (With Text)

File #: RES 17-25 **Version:** 1 **Name:** Records Management Manual
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Title: A Resolution of the Mayor and City Council of the City of Maricopa, Arizona, establishing a revised records management program, including a records management manual, and authorizing the City Clerk to make future revisions to the program and manual as necessary. Discussion and Action.

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Attachments: 1. Resolution 17-25

Date	Ver.	Action By	Action	Result
8/15/2017	1	City Council Regular Meeting	Approved	Pass

A Resolution of the Mayor and City Council of the City of Maricopa, Arizona, establishing a revised records management program, including a records management manual, and authorizing the City Clerk to make future revisions to the program and manual as necessary. Discussion and Action.

A.R.S. §41-151.14 requires that every municipality establish and maintain a records management program. Maricopa established its program in 2007. At the time, the state allowed each municipality to create its own custom schedule based on the records each municipality retained. Now, every municipality follows the state's schedule for records retention and destruction. These schedules are constantly changing based on input from the various municipalities therefore, staff is requesting that the revised manual be adopted and allow the City Clerk to make the necessary revisions to the manual as necessary.

Staff recommends approval of the manual and allow the City Clerk to make future revisions to the manual as necessary.