



City of Maricopa

Legislation Details (With Text)

File #: RES 17-25 **Version:** 1 **Name:** Records Management Manual
Type: Resolution **Status:** Passed
File created: 8/1/2017 **In control:** City Council Regular Meeting
On agenda: 8/15/2017 **Final action:** 8/15/2017

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.

Sponsors:

Indexes:

Code sections:

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.