
Subject: RECORDS RETENTION

No. 10.5

Date: June 19, 2006

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PURPOSE:

This policy establishes rules for City Commissioners regarding their retention of City records. The policy also authorizes the Internal Auditor and the Audit Committee to identify and report potential abuse to the Administrative Committee for possible action.

SCOPE:

The following policies are applicable to all City Commissioners.

POLICY:

1. The City Commissioners will follow the City's Retention, Maintenance, and Disposal of Records and Information Administrative Policy.
2. Recognizing that a City Commissioner does not report to a specific individual, indication of possible misuse may be reported to and reviewed by the Internal Auditor and the Audit Committee. If the review indicates possible abuse, a summary with recommendations will be forwarded to the Administrative Committee for possible action.

EFFECTIVE DATE: June 19, 2006

SEE ALSO:

General Records and Information Management Policy (Administrative Policy 40.1)
Retention, Maintenance, and Disposal of Records and Information Policy (Administrative Policy 40.2)

City Commission Records Retention and Disposal Schedule

HISTORY:

June 19, 2006 City Commission Policy addressing City Commissioner retention of City records was approved.

Hannah J. McKinney, Mayor