

Introduced by: Mayor Rodgers
Date: March 13, 2001
Action: Passed
Vote: Unanimous

CITY OF BETHEL, ALASKA

RESOLUTION #01-09

A RESOLUTION ESTABLISHING A CITY RECORDS MANAGEMENT STEERING COMMITTEE

WHEREAS, Records are the memory of an organization and, as the information explosion continues, records continue to grow and become more complex, and;

WHEREAS, The lack of a records management program and a retention schedule erodes efficiency and increases costs, and;

WHEREAS, Decentralized record keeping and excessive retention lengths decrease efficiency, increase costs and enhance unnecessary legal exposure, and;

WHEREAS, Establishing a records management program will improve service to the public, reduce records volume, identify vital records, meet legal requirements, improve workflow and productivity, integrate records management and information systems, and lower costs, and;

WHEREAS, Primary objectives of the Records Management Steering Committee will be to conduct a preliminary records purge, to complete an up-to-date comprehensive records inventory, agree on a legally-valid records retention schedule and assist with the implementation of a Records Management program, and;

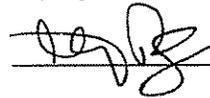
WHEREAS, The Bethel Municipal Code established the City Clerk as the City Records Manager, charged with establishing a records management program and records retention schedule, as required by law, and;

WHEREAS, The City has not established a records management program and retention schedule, and;

WHEREAS, It is imperative that each City department be involved in the business of its records.

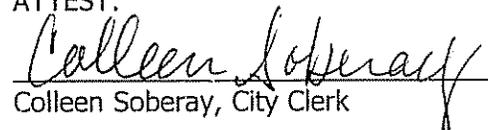
NOW, THEREFORE, BE IT RESOLVED that the City Council of Bethel, Alaska, formally establishes a City Records Management Steering Committee, headed by the City Clerk, consisting of the department head or his or her designee clearly associated with that department from each City department.

PASSED AND APPROVED THIS 13th DAY OF MARCH 2001, by a unanimous voice vote.



Stanley "Tundy" Rodgers, Mayor

ATTEST:


Colleen Soberay, City Clerk