Introduced by: City Manager Herron
Date: March 25, 2003
Action: Adopted
Vote: Unanimous

CITY OF BETHEL, ALASKA

RESOLUTION #03-08

A RESOLUTION ADOPTING CITY OF BETHEL RECORDS RETENTION SCHEDULE

WHEREAS, The City of Bethel unanimously adopted Ordinance #02-05: Providing for a comprehensive records management system including regulations for maintenance, retention and disposal, and;

WHEREAS, Ordinance #02-05 states that the intended purpose of a records management system is to provide the City with a comprehensive system for the creation, acquisition, use, preservation, security, maintenance, transmission, retention, dissemination and disposal of City information contained in any record medium, and;

WHEREAS, Ordinance #02-05 mandates the City Clerk to serve as the City Records Manager and shall have the primary responsibility for the development, maintenance and operation of the City's records management system, and;

WHEREAS, The City Clerk, in the role of City Records Manager, has caused the development of said records retention schedule.

NOW, THEREFORE, BE IT RESOLVED that City Council of Bethel, according to Ordinance #02-05, formally adopts the required retention schedule and approves its immediate use.

PASSED AND APPROVED THIS 25th DAY OF MARCH 2003, by a unanimous voice vote.

Hugh Short, Jr., Mayor

ATTEST:

Janette Persinger, City Clerk