

CITY OF BETHEL, ALASKA

Resolution #13-19

A RESOLUTION BY THE BETHEL CITY COUNCIL AMENDING REGULATIONS TO EFFECTUATE A COMPREHENSIVE SYSTEM FOR THE CREATION, ACQUISITION, PRESERVATION AND RETENTION OF CITY INFORMATION CONTAINED IN ANY RECORD MEDIUM

WHEREAS, the city clerk shall 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;

WHEREAS, the city council shall adopt by resolution a records retention schedule and any changes to that retention schedule setting forth time schedules for the retention of particular series of records;

WHEREAS, each department shall establish and maintain a file system in the most organized and efficient manner possible and in compliance with any records management regulations approved by city council;

WHEREAS, the State of Alaska, through Title 29 and the State of Alaska Local Government General Records Retention Schedule provide authority and guidelines for city's retention;

NOW, THEREFORE, BE IT RESOLVED that the Bethel City Council formally adopts the required retention schedule and approves its immediate use.

ENACTED THIS 26th DAY OF NOVEMBER 2013, BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Joseph Klejka, Mayor

Lori Strickler, City Clerk