

## *CITY OF BETHEL, ALASKA*

### **Resolution #17-07**

**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;

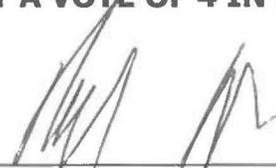
**WHEREAS**, each department shall establish and maintain a file system in the most organized and efficient manner possible and in compliance with any records management regulations approved by city council;

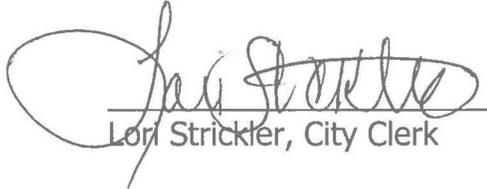
**WHEREAS**, the State of Alaska, through Title 29 and the State of Alaska Local Government General Records Retention Schedule provide authority and guidelines for city's retention;

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

**ENACTED THIS 11th DAY OF APRIL 2017, BY A VOTE OF 4 IN FAVOR AND 0 OPPOSED.**

ATTEST:

  
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Richard Robb, Mayor

  
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Lori Strickler, City Clerk