

COUNCIL ACTION FORM

SUBJECT: AMENDMENTS TO RECORDS RETENTION SCHEDULE

BACKGROUND:

The City's Records Retention Schedule, originally adopted in 1998, was revised in its entirety and adopted on July 12, 2011. The purpose of mandatory compliance with the Records Retention Schedule is to enable Records Stewards to provide requested documents to the public and internal customers in the most accurate and cost-efficient manner. Therefore, it is crucial that the Schedule be revised whenever records are added or deleted from a Department's/Division's inventory.

The attached table lists the additions, deletions, and/or revisions that are being presented to the City Council for approval at this time.

ALTERNATIVES:

1. Adopt a resolution approving the amendments, as listed on the attached table, to the City of Ames Records Retention Schedule.
2. Do not approve the amendments to the City of Ames Records Retention Schedule listed on the attached table.

MANAGER'S RECOMMENDED ACTION:

It is important to keep the City's Records Retention Schedule up to date in order to assure compliance with open records laws and to maintain the City's records in an efficient manner.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby adopting a resolution approving the amendments, as listed on the attached table, to the City of Ames Records Retention Schedule.

DEPARTMENT/DIVISION	ADDITION/DELETION/ REVISION	CATEGORY/RECORD TITLE	CHANGE
City Clerk	Addition	Property Maintenance Appeals Board	New Category
	Addition	Property Maintenance Appeals Board	Add Case Files from May 24, 2011
	Addition	Property Maintenance Appeals Board	Add Decisions & Orders from May 24, 2011
Electric	Addition	Administration/Environmental Reports - Fed	Add Toxic Substance Control Act (TSCA)
Fire	Addition	Fire Inspection	New Category
	Addition	Fire Inspection	Add Incident Reports
	Addition	Fire Inspection	Add Sprinkler Inspection Reports
	Addition	Fire Inspection	Add Sprinkler Plans
	Addition	Fire Inspection	Add Alarm Plans
	Addition	Fire Inspection	Add Alternative Suppression Plans
	Addition	Fire Inspection	Add Site Plans