



MEMO

TO: Mayor and City Council
FROM: Brittni Nix, City Administrator
Courtney Mahady, Administrative Clerk
DATE: February 12, 2024
SUBJECT: City of Dacula Records Management Policy

The City needs to implement a Records Management Policy to solidify procedures for the maintenance of municipal records. The Policy provides for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all City records. The procedures outlined within the Policy are consistent with the requirements of the Georgia Open Records Act, Georgia Archives Local Government Retention Schedule, and generally accepted records management principles.

Staff recommends approval of the draft Records Management Policy in the form following this memo and for the Policy to be effective immediately.

