

MEMO



To: Mayor Olson and City Council

From: Amalie R. Ottley, Recorder

Date: February 17, 2023

Re: **Ordinance 02-03-2023 Retention Schedule Amendment and Repeal**

Upon fulfilling my duties as the City Recorder I've had the opportunity to attend training and become more familiar with the Utah State Retention Schedule. During the year, it has come to my attention that the Santaquin City Retention and Records Classification Schedule passed by Ordinance 05-01-2019 is out of compliance with State of Utah minimum requirements. I've taken the time to research each schedule and item within our city adopted schedule and while some of them are correct, most of them do not meet the minimum approved retention for records set by the state. As such, and after speaking with Counsel Brett Rich and with the help of Assistant Manager Jason Bond, we felt it prudent to amend language in our code to indicate that all city records shall be retained in accordance with the Utah State Retention Schedules and repeal the city adopted document defining our own schedules for records.

Because State Retention Schedules change regularly, I will keep myself apprised of the changes and inform staff accordingly. I have attached the previous ordinance and retention schedule document for review as well as the proposed ordinance amendment.

Recommended Motion: "Motion to approve Ordinance 02-03-2023 amending language in Santaquin City Code to reference Utah Code regarding the retention of certain government records and thereby repeal the Santaquin City Retention and Classification schedule, providing for codification, correction of scrivener's error, severability, and an effective date for the ordinance."