



## City Council Agenda Item Coversheet

### Proposed Motion:

Discussion and possible action to send a draft document retention policy to legal to place in ordinance and resolution formats as needed and return to Council for the first December regular meeting.

### Item Description:

The current ordinance contains language that is irrelevant to Woodcreek. Part 1 is a proposed update to that ordinance.

There is not an actual policy that we have been able to find. I asked Mrs. Mac Kenzie for it directly more than once and did not receive anything beyond a record of items that had been processed for destruction. Mr. Burton has searched city files extensively.

Part 2 is a first draft to be passed by resolution at a later meeting to establish a policy for staff and citizen reference. This tailors what is required by state law to Woodcreek and gives a basic direction for record processing management that is alignment with state requirements.

If proposing to spend money, what amount and from what budget line item?

Cost of legal fees for review and placement in ordinance and resolution format.