

City of Las Cruces⁴

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 1 Ordinance/Resolution# 13-120

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of March 4, 2013
(Adoption Date)

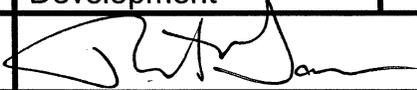
Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS THAT HAVE SATISFIED THEIR LEGAL RETENTION PERIOD.

PURPOSE(S) OF ACTION:

To authorize the destruction of records.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Robert Kyle	<u>Department/Section:</u> Community Development	<u>Phone:</u> 528-3106
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

A total of 228 cubic feet of building permit and inspection records have been identified as having met their retention. This is the equivalent of approximately 228 boxes of records which are being stored at the Institute of Historical Survey Foundation. The records have all been photo archived as a research resource for the Community Development Department. Approval of the Las Cruces City Council is required to authorize the destruction. Acceptable methods of destruction of records are witnessed incineration, witnessed dump site burial, witnessed shredding and/or recycling through a bonded recycling company.

After the records have been properly destroyed, a "Certificate of Destruction" will be completed by the Records Designee in Community Development and filed with the office of the City Clerk.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Inventory list from Community Development and Institute of Historical Survey Foundation.

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

1. N/A

RESOLUTION NO. 13-120

A RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS THAT HAVE SATISFIED THEIR LEGAL RETENTION PERIOD.

The City Council is informed that:

WHEREAS, an inventory of records was completed to identify custodial records which have satisfied the legal retention period, according to the New Mexico State Records Retention and Disposition Schedules.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT records identified in Exhibit "A" are authorized to be destroyed by appropriate method as prescribed by the custodian of record.

(II)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 2013

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

VOTE:

Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Thomas: _____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

Community Development Inventory

1. BP-02 Building Permit files for 2002 (16 boxes)
2. BP-01 Building Permit files for 2001 (13 boxes)
3. BP-00 Building Permit files for 2000 (14 boxes)
4. BP-98 Building Permit files for 1998 (2 boxes)
5. BP-96 Building Permit files for 1996 (15 boxes)
6. BP-95 Building Permit files for 1995 (34 boxes)
7. BP-94 Building Permit files for 1994 (34 boxes + one oversize box)
8. BP-93 Building Permit files for 1993 (29 boxes + one oversize box)
9. BP-92 Building Permit files for 1992 (12 boxes + one oversize box)
10. BP-91 Building Permit files for 1991 (1 box)
11. CO-02 Certificate of Occupancy files (23 boxes)
12. CO-01 Certificate of Occupancy files (1 box)
13. CO-00 Certificate of Occupancy files (4 boxes)
14. CO-99 Certificate of Occupancy files (1 box)
15. CO-95/96 Certificate of Occupancy files (21 boxes)
16. CO-94 Certificate of Occupancy files (one oversize box)
17. CO-93 Certificate of Occupancy files (1 box)
18. CO-92 Certificate of Occupancy files (3 boxes)
19. 1994/95 Reroof Permits
20. 1992/93 Reroof Permits