

#### Contact Information

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The Board approved this CIS by a vote of: Yea(10) Nay(0) Abstain(0) Ineligible(0) Recusal(0)

Date of NC Board Action: 02/16/2016

Type of NC Board Action: For

#### Impact Information

Date: 02/19/2016

Update to a Previous Input: No

Directed To: City Council and Committees

Council File Number: 15-0616

Agenda Date:

Item Number:

Summary: Augmenting the City's administrative code to create an ongoing and transparent policy for the careful management of public records that leaves no ambiguity about how they will be retained, for how long, and under what timetable they will ultimately be destroyed will serve to strengthen administrative operations as they relate to effective document management. Further, requiring an approved city council motion that ensures such records comport with the policy's provisions will maintain consistency across varied city agencies and virtually eliminates any potential appearance of impropriety by an individual or group. Los Feliz supports this motion and other local legislation promulgated to regulate administering the retention and disposition of public documents in a clear and transparent way. We advise the City Council act with all due haste in adopting this plan, and attach a formal resolution detailing how said policy would not only be to the public's benefit, but how the current lack of a concise plan can result in the premature destruction of public documents to the public's detriment.