

CITY COUNCIL OFFICE

CITY COUNCIL COMMITTEE MEETING REFERRAL SHEET

Disposition: permanent -- 1 copy

CITY COUNCIL COMMITTEE RECORDINGS – Audio

Active: 3 years

Disposition: destroy

CITY COUNCIL MEMBER FILES

Copies of correspondence, resolutions, ordinances, and other information relating to the specific council member

Active: retain while useful

Disposition: destroy

CONSTITUENT SERVICES PROGRAM

Community complaints and/or issues from constituents to inform councilmembers and city departments.

Active: retain while useful

Disposition: permanent

RESEARCH FILES

Records of research conducted on subjects in response to council member request

Active: retain while useful

Disposition: destroy

TELEPHONE LOG

Listing of phone calls by council district. See also Community Issues under City Manager

Active: 2 years

Disposition: destroy