# CITY OF CHENEY

## CITY COUNCIL ACTION REQUEST

**ISSUE** Records Management Policy **AGENDA ITEM#** 21-045

**DEPT. OF ORIGIN:** Mayor's Office **DATE** 4-20-21

**EXHIBITS ATTACHED OR REFERENCED:** Resolution E-909
Records Management Policy

**Council Committee Recommendation** **Yes** **No** **None**

| DEPT/DEPT HEAD INITIALS | APPROVE | DO NOT APPROVE | NO COMMENT | COMMENTS |
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**FISCAL IMPACT**

**EXPENDITURE REQUIRED $** **AMOUNT BUDGETED $**

**APPROPRIATION REQUESTED $**

**SUMMARY:** The Records Management Policy provides direction and guidance to City of Cheney employees and elected officials in the management of records created or received in the conduct of City of Cheney business. In addition, this policy is to ensure the City manages these records in compliance with the Washington State retention laws regarding the disposition of public records.

**COUNCIL ACTION REQUESTED:** Approval of Resolution E-909

_____ **APPROVED FOR AGENDA** _____ **DISAPPROVED**

April 27, 2021
**COUNCIL MEETING DATE**

**MAYOR/CITY ADMINISTRATOR**