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3. Approval by the City Attorney and City Council when required.
4. Final approval by the City Administrator.
- G. Prior to destruction, the microfilming status of the records to be destroyed shall be determined by the Records Management Committee.

### III. PROCEDURE

#### A. Department

1. Complete form 11113, "Records Destruction Authority," and submit it to the Records Management Committee.
2. Assure that any "legal" destruction date applicable to the records is verified and valid.
3. Attend the Records Management Committee meeting as convened by the Chairman.

#### B. Records Management Committee

1. Review all requests for destruction of City records as delineated on the "Records Destruction Authority" submitted by departments.
2. Assure that all information required on the form is complete and accurate including:
  - a. Records Destruction Authority I.D. Number.
  - b. Description, period covered, boxes, batches, listings and fiscal year.
  - c. Microfilming status.
  - d. Method of destruction.
  - e. City Attorney approval signature.
  - f. Committee Chairman signature.
  - g. City Administrator signature.
3. Secure City Council approval, when required, by Council agenda item action. City Attorney approval is required for all records to be destroyed without microfilming.