

7/1/80
3.33.1

4. The signature of the Committee Chairman on the "Records Destruction Authority" constitutes final Committee action.
5. Review and confirm the microfilming status of the record.
6. Upon completion of the review and approval process, distribute the "Records Destruction Authority" form as follows:
 - a. Retain the original for records center files.
 - b. Copy to the Department.
 - c. Copy to the City Attorney.
7. Assure that records authorized for destruction are in fact destroyed and that appropriate documentation is prepared and filed in records center files.

C. Finance and Administration

1. Coordinate and supervise the destruction of records.
2. Maintain document files of form 11114, "Records Destruction Certificate," and Form 11113, "Records Destruction Authorization."
3. Administer and coordinate all aspects of records destruction activities.

D. City Administrator

1. Provide final review and approval signature on the "Records Destruction Authorization."

IV. EXCEPTIONS

Exceptions to this administrative order shall be authorized by the City Administrator.

V. AUTHORITY

By order of the City Administrator.



E. FREDRICK BIEN
CITY ADMINISTRATOR