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CITY CLERK'S OFFICE
CITY OF SACRAMENTO

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OFFICE OF THE
CITY MANAGER

CITY OF SACRAMENTO
CALIFORNIA

October 29, 1991

CITY HALL
ROOM 101
915 I STREET
SACRAMENTO, CA
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MEMORANDUM

TO: Bob Holbrook, Procurement Services Manager

SUBJECT: CITY CLERK'S MOVING EXPENSES

I received a memo from Valerie Burrowes indicating that "Circumstances are taking place that will now allow me to move ahead with relocating to a more permanent residence in the City; therefore, I am requesting your permission to utilize my relocation allowance for moving my furnishings and belongings sometime within the next six to eight months, or hopefully sooner."

As a management employee, the City Clerk should receive reimbursement of her moving expenses as provided for by the Department of General Services guidelines. Would you please contact Ms. Burrowes and outline the requirements for reimbursement. Thank you.

Walter J. Slipes
City Manager

cc: Valerie Burrowes
Jim McAdler

RECORDS MANAGEMENT PROGRAM

1. Grants/Archival Records:

Extensive research was done through the Grantsmanship Program located in the Library, regarding any grants, public or private for records management. We had hoped to receive some monies to hire a consultant. However, National Historic Publications and Records Commission (NHPRC) will award grant money only if the program has an archival component.

Spoke with Patti Gregory on several occasions, especially in relation to the two grants received by the History and Science Division in the early 1980's to develop the archive program. The City and County of Sacramento adopted resolutions designating the Museum and History Department as the repository for historic public records. Visited SAMCC to see how our records were preserved and stored.

Most of the records at the Sacramento Archives and Museum Collection Center (SAMCC) are not microfilmed. All of our City records prior to 1970 were sent to SAMCC, with the exception of Resolutions, Ordinances, and Agreements. Original resolutions are stored in our vault dating back to 1926, and original ordinances from December 26, 1911. All original agreements are stored in the basement.

Deputy City Clerk has been requested to provide a synopsis of all microfilmed records (ordinances, resolutions, minutes, etc.) that are stored in Secured Storage in Tahoe. We will develop an inventory of records under the City Clerk's jurisdiction, since the City's inception.

2. Records, 1970 to current:

Last year we accomplished the following:

All records that were stored at the garage at 13th & I Streets were examined, reboxed if necessary, inventoried, and professionally stored at Iron Mountain. Their inventory schedule includes a retention schedule which we will add to our inventory as soon as it is completed and approved by the City Attorney and City Council (proposed completion date - December, 1994)

Records in the office and basement were reorganized. Two years of current records (i.e. agendas, reports, claims, etc.) are store in the office. An additional two years are stored in the basement which was cleaned, and reorganized.

3. Retention Schedule:

We are currently working on a retention schedule of all records held by the City Clerk. We hope to complete this task by the end of the calendar year.

A long-range goal is to form a task force with members of all City departments to develop a City-wide retention schedule and records management program, and a budget to support its operation.

HAPPENINGS IN THE CITY CLERKS OFFICE

- new hire started September 6th [Denise Fisher] TCIII is located on side of office with Stephanie and Kathy to help balance staff
- reorganized secondary tasks in office shifting work to different desks consequently creating cross-training; decision was by staff to wait until January 1st to change desks (if desired) to cross-train major tasks; staff is talking about 'bidding desks'; relocated Deputy City Clerk with staff to create a mentor/professional example for staff
- LaVera Gaston will be attending our staff meeting on 9/26 to discuss, review and make known all available career training opportunities
- our desk procedures manual is well under way, overseen by Deputy City Clerk and scheduled for completion by end of calendar year
- policy manual has been drafted and distributed for comments
- records management