

RESOLUTION NO. 948

A RESOLUTION TO ADOPT THE RECORD RETENTION MANUAL FOR IOWA CITIES AS THE CITY'S RECORD RETENTION POLICY

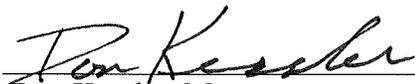
WHEREAS, The City of West Branch maintains multiple records, both paper and electronic records; and

WHEREAS, This manual was produced through a combined effort of the Iowa League of Cities, the Iowa Municipal Finance Officers Association and the State Historical Society of Iowa's State Archives and Records Bureau for Iowa Cities. The City Council of the City of West Branch has reviewed and feels that this manual meets the City's record retention requirement needs.

WHEREAS, this manual was developed as a record retention and record disposal schedule as a statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for the said records. The recommended retention periods take into account requirements of the *Code of Iowa*, the *Iowa Administrative Code*, and federal law.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of West Branch, Iowa does hereby adopt the Iowa Municipal Records Retention Manual as the city's records retention policy guide to determine the length of time records need to be retained for audit, legal, administrative and historical use. It shall be the responsibility of the City Office staff to dispose of said records using the records destruction form as the schedule states.

Passed and approved this 5th day of July, 2011.



Don Kessler, Mayor

ATTEST:



Matt Muckler, City Administrator/Clerk