



RESOLUTION ESTABLISHING A RECORDING RETENTION SCHEDULE

Because, the City Commission and other City boards and committees record their official meetings; and

Because, the City Clerk to the City Commission and Board Secretaries to various City boards and committees find it advantageous to record such meetings to assist them in the preparation of the minutes of those meetings; and

Because, it is understood that the minutes of such meetings, as approved by the various Commissions, Boards and Committees, are the official record of all actions taken by those bodies, and not the recordings; therefore, be it

RESOLVED, that the recordings of the City Commission meetings shall be retained by the City Clerk for six months after the minutes prepared from them have been approved; provided that at the request of any two City Commissioners, or the City Manager, specified recordings shall be retained longer as requested; and further, be it

RESOLVED, that the recordings of meetings of other City Boards and Committees who choose to record meetings shall be kept by the respective Department for a time period as determined from time to time by that particular Board or Committee; and further be it

RESOLVED, that the City Manager may retain recordings indefinitely; and finally, be it

RESOLVED, that this Resolution supersedes all City Commission actions relating to recording retention time periods.

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on June 15, 2009, at the Governmental Center, 400 Boardman Avenue, Traverse City, MI.

A handwritten signature in black ink, appearing to read "Debra A. Curtiss".

Debra A. Curtiss, MMC, City Clerk