



City of West Allis

Legislation Text

File #: R-2010-0007, **Version:** 1

Resolution Relative to Revising the E-Mail Record Retention Policy and the Miscellaneous Information Services Items Policy for Inclusion in the City of West Allis Policies & Procedures Manual.

WHEREAS, Policy No. 1313, E-Mail Record Retention Policy, was originally included in the City of West Allis Policies & Procedures Manual on February 6, 1998, and Policy No. 1309, Miscellaneous Information Services Items Policy, was originally included in the Policies & Procedures Manual on January 1, 1998; and,

WHEREAS, it is necessary to revise said policies at this time to update the policies consistent with the City's practices.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 1313, E-Mail Record Retention Policy, and Policy No. 1309, Miscellaneous Information Services Items Policy, be approved as presented in the attached restatements.

BE IT FURTHER RESOLVED that the City Administrative Officer, Clerk/Treasurer is authorized and directed to include Policy No. 1313 and Policy No. 1309 in the City of West Allis Policies & Procedures Manual and distribute said policies to all departments, divisions and offices.

ATTR-Resolution-EMailRecordRetentionPolicy