

RESOLUTION NO. 22-05

A Resolution to Adopt a Records Retention Policy

WHEREAS, the City of Alexander City, Alabama, has not formally adopted a Records Retention Policy; and

WHEREAS, cities in Alabama utilize the records retention schedule that is produced by the Local Government Records Commission and State Records Commission; and

WHEREAS, the City Clerk's Office has utilized the retention schedule and followed the destruction process to organize digital and physical documents for many years; and

WHEREAS, it is recommended that the City of Alexander City, Alabama, adopt the City Records Retention Policy, Exhibit A, to proactively manage the City documents; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Alexander City, Alabama, be and hereby adopts the City Records Retention Policy.

ADOPTED AND APPROVED this 18th day of October 2021.

ATTEST:

Amanda F. Thomas
Amanda F. Thomas, City Clerk

Audrey "Buffy" Colvin
Audrey "Buffy" Colvin, Council President

Curtis "Woody" Baird
Curtis "Woody" Baird, Mayor

CERTIFICATION OF CITY CLERK

The undersigned, as City Clerk of the City of Alexander City, Alabama, hereby certifies that the foregoing is a true, correct and complete copy of **Resolution No. 22-05** which was adopted by the City Council on this 18th day of October 2021.

WITNESS MY SIGNATURE, as City Clerk of the City Alexander City, Alabama, under the seal thereof, this 18th day of October 2021.

Amanda F. Thomas
City Clerk of the
City of Alexander City, Alabama

SEAL

Yeas: Tapley, Colvin, E. Brown, C. Brown, Keel

Nays: None