

RESOLUTION NO. 186

A RESOLUTION PROVIDING FOR THE MICROFILMING OF FILES MAINTAINED BY THE DEPARTMENT OF PLANNING AND FOR THE DESTRUCTION OF THE ORIGINAL FILE THEREAFTER.

WHEREAS, the City of Chesterfield through its Department of Planning, is in an ongoing process by which its Department of Planning must maintain files with regards to planning issues in the City of Chesterfield; and,

WHEREAS, to maintain said files is an important process in the histrionics and as reference sources for the City of Chesterfield for future use; and,

WHEREAS, to maintain said files in their original state requires substantial space, thus requiring that certain files be reviewed, microfilmed and the originals processed for destruction; and,

WHEREAS, the City Council has determined that a policy shall be instituted whereby the Department of Planning shall on an annual basis or as often as they deem appropriate, review the files which are no longer actively used by the Department of Planning and present to the City Administrator a complete list for microfilming thus allowing for destruction of said files after microfilming.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

The City Council of the City of Chesterfield hereby establishes a policy for microfilming and destruction of original files maintained by the Department of Planning of the City of Chesterfield as follows:

1. Upon determination by the Director of Planning, all original files which are no longer active or need to be currently maintained, are to be microfilmed.

2. The Department head shall then provide the City Administrator with a list of the files so microfilmed and recommends the destruction of the original files.

3. The City Administrator shall provide said list to the City Council at least five (5) days prior to the next council meeting.

4. If no objection is heard from the City Council within the five day period, then the original files as listed shall be destroyed and the microfilm files retained by the City for future use and reference.

This Resolution shall be in full force and effect from and after its passage and approval.

Passed and approved this 19TH day of JUNE, 1995.

MAYOR



ATTEST:


CITY CLERK