

*A. Ford.*

# OAKLAND CITY COUNCIL

RESOLUTION NO. **77659** - C.M.S.

---

RESOLUTION APPROVING THE IMPLEMENTATION OF A CITYWIDE RECORDS MANAGEMENT PROGRAM AND RECORDS RETENTION SCHEDULE AND AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH NANCY A. WILLIAMS & ASSOCIATES, TO IMPLEMENT A CITYWIDE RECORDS MANAGEMENT PROGRAM AND RECORDS RETENTION SCHEDULE IN AN AMOUNT NOT TO EXCEED TWENTY-FOUR THOUSAND DOLLARS (\$24,000)

**WHEREAS**, the City of Oakland recognizes the public need to establish a records management program that is professional, cost effective, preserves vital and historical City records, and guarantees its citizens access to public records of the City; and

**WHEREAS**, the City Charter identifies the City Clerk as the custodian of official City records; and

**WHEREAS**, the City lacks the staff and support structure to implement the records management program using City employees; and

**WHEREAS**, the City Council finds that services under contract are of a professional nature and will be temporary; and

**WHEREAS**, funding for this contract is available in the General Fund (1010), Organizational Code (03121), and Account Code (54919) for the fiscal year 2002-2003, and

**WHEREAS**, the City Council finds that the contract will not result in the loss of employment or salary by any person having permanent status in the competitive service; and

**WHEREAS** on September 13, 2002, the City Manager established a prior contract with Nancy A. Williams, CRM, Nancy A. Williams & Associates, to develop the Citywide Records Retention Schedule; and now therefore be it

**RESOLVED**: that the Council of the City of Oakland hereby approves the retention of City records in accordance with the attached Records Retention Schedule; and be it

**FURTHER RESOLVED**: that the City Manager is authorized to enter into a new Agreement between Nancy A. Williams & Associates, to implement a records management program, including a records retention program and schedule, for the City of Oakland, in an amount not to exceed twenty-four thousand dollars (\$24,000), and be it

**FURTHER RESOLVED**: That the City Attorney shall review and approve as to form and legality all documentation with respect to this Agreement.

**FEB 25 2003**

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2003

**PASSED BY THE FOLLOWING VOTE:**

AYES-BRUNNER, CHANG, PRESIDENT DE LA FUENTE, BROOKS, NADEL, REID, QUAN, WAN -8

NOES- 0

ABSENT- 0

ABSTENTION- 0

EXCUSED- 0

ATTEST:



CEDA FLOYD  
CITY CLERK AND CLERK OF THE COUNCIL  
OF THE CITY OF OAKLAND, CALIFORNIA