

## AGENDA



Thursday, March 5, 2009

**Management Services  
RECOMMENDATION FOR COUNCIL ACTION****Item No. 9**

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**Subject:** Authorize negotiation and execution of a Records Interlocal Agreement between the City and Travis County Healthcare District (District) relating to the retention and storage of, access to and disposal of City Community Care Services Department (CCSD) records and Human Resources Department personnel records of CCSD employees who will become employees of the District on March 1, 2009, for an initial term of one year beginning on March 1, 2009, with 14 automatic one-year renewal terms.

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The responsibility for managing and staffing the federally qualified health centers transferred from the City's Community Care Services Department (CCSD) to the Travis County Healthcare District on March 1, 2009.

This transition requires the City and District to address ownership and retention of, as well as access to, the City's: (a) CCSD records, including patient care and other records located at the FQHC clinics and in CCSD's administrative offices as of March 1, and (b) Human Resources Department personnel records for the former CCSD employees who began working for the District on March 1, 2009

City will retain ownership of both the CCSD records and of the Human Resources personnel records that were created or received by the City prior to March 1, 2009. The City will continue to be the custodian of the records but will transfer possession of the records to the District in order to allow the District to provide services without interruption.

The records interlocal requires the District to maintain the records in good condition and in accordance with applicable laws, including but not limited to the City's records retention schedules, patient privacy and confidentiality laws, and Medicare/Medicaid record retention requirements. The District is obligated to provide the City with access to the records and to allow the City to obtain copies of the records upon request.