

**RESOLUTION NO.**\_\_\_\_\_

**WHEREAS**, efficient, enterprise-wide records management is an integral component of a best managed city; and

**WHEREAS**, technical solutions and coordinated planning may improve the efficiency of records management and provide a cost effective means to achieving that function; and

**WHEREAS**, the City Clerk has developed a 10-Step Records Management Program, described in Exhibit A, that guides each city department in implementing a records management program that is customized to meet departmental needs but that achieves a basic level of city-wide standardization and accountability; and

**WHEREAS**, the Citywide Records Management and Retention Audit (AU12109), August 2012, by the City Auditor found that the City Clerk's 10-step program adheres to industry best practices; and

**WHEREAS**, support that is needed to progress through the Clerk's 10-Step Program is greater than the support necessary for the sustained, ongoing management of records once all 10-steps have been completed; and

**WHEREAS**, continued efforts are necessary to ensure that City of Austin becomes a leader in best practices for the management of municipal records and information; and

**WHEREAS**, oversight, monitoring and accountability are necessary to ensure continued progress in implementing the 10-Step Program throughout the city; **NOW, THEREFORE**,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

The City Manager and the City Clerk are directed to work jointly to develop a timeline and a plan for resource and staffing that will result in substantial completion of the 10-Step Records Management Program for each city department.

**BE IT FURTHER RESOLVED:**

The City Manager and the City Clerk are directed to report to the City Council on the timeline and plan for all city departments by July 1, 2013 and to integrate the resource and staffing plan into the proposed FY14 budget to be presented to City Council in August 2013.

**BE IT FURTHER RESOLVED:**

The City Manager and the City Clerk are directed to provide a mid-year status report on progress on the 10-Step Program in each department, by May 1 of each year, and to identify resource and staffing needs as well as any necessary adjustments to the timeline in the annual financial forecasts.

**ADOPTED:** \_\_\_\_\_, 2013      **ATTEST:** \_\_\_\_\_  
Jannette S. Goodall  
City Clerk