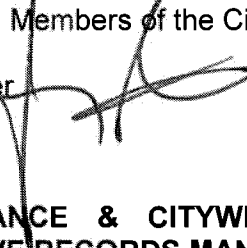


# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

## COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jimmy L. Morales, City Manager 

DATE: July 17, 2013

SUBJECT: **REFERRAL TO THE FINANCE & CITYWIDE PROJECTS COMMITTEE - PROPOSED COMPREHENSIVE RECORDS MANAGEMENT PLAN.**

### ADMINISTRATION RECOMMENDATION

Refer the item.

### BACKGROUND

In recognition of the need for a Comprehensive Records Management Plan, and desiring an independent review of existing procedures, the City retained the services of Steve M. Lewis, President of SML, Inc. Mr. Lewis has developed a Plan that consists of: 1) Citywide Records Management Policies and Procedures; and 2) Guidelines for Information Technology Infrastructure. The proposed Plan ensures that all records, including digital and electronic (e-mail) communications, are retained and disposed in accordance with the applicable retention schedules.

Prior to the presentation to the Commission as a whole, the Administration seeks to present the proposed Plan to the Finance & Citywide Projects Committee, to allow the members an opportunity to present questions and suggestions for modification to the consultant, to address specific City needs, staffing standards and/or resources.

JLM/PW/REG 

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Agenda Item C4C  
Date 7-17-13

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