

Office of the City Clerk

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MEMORANDUM - REPORT

TO: MAYOR HORNADAY AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK
DATE: FEBRUARY 23, 2011
SUBJ: ANNUAL CITY DEPARTMENT/OFFICE INVENTORY RECORDS

Advising The Council pursuant to Homer City Code Section 2.08.010, Management of Public Records, Subsection c. Records Inventory. The City Clerk shall take and maintain an inventory of the City records. The inventory shall be reviewed and revised annually, and shall set forth each record series being developed, used, stored, or scheduled for disposal by the City.

Department and Office inventories, up through January 2011 have been received in the Office of the City Clerk, with the exception of the Finance Department Inventory.

Fiscal Note: NA