

Office of the City Clerk

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MEMORANDUM - REPORT

TO: MAYOR WYTHE AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK
DATE: JANUARY 23, 2013
SUBJECT: ANNUAL CITY DEPARTMENT/OFFICE INVENTORY

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 2013, have been received by the Office of the City Clerk, with the exception of Public Works as staff is in the process of an extensive review and update.