



# OFFICE OF THE CITY CLERK



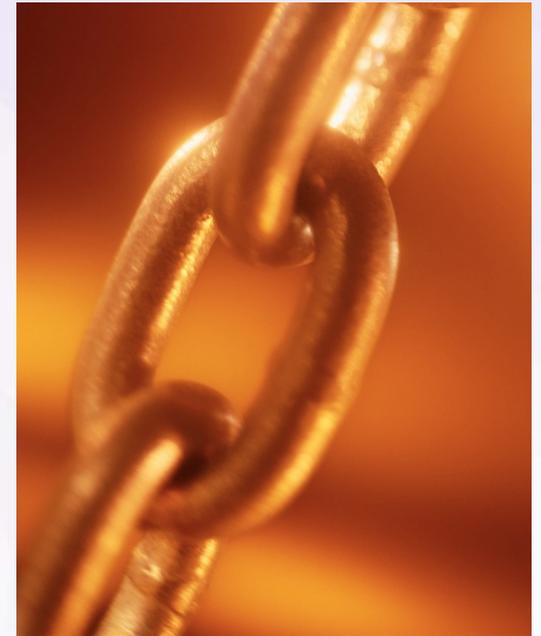


# OFFICE OF THE CITY CLERK

- AKA “Secretary,” “Recorder”
- Oldest position in local government

# CITIZEN'S LINK TO CITY GOVERNMENT

- Clerk to the City Council
- Chief Election Official
- Records Management Officer



# CLERK TO THE CITY COUNCIL

- Prepare Council meeting notices & agendas
- Record and prepare official minutes
- Keeper of the City Seal



# STAFF LIAISON

- Council Subcommittee on Policy and Appointments
- Citizen's Commission on Salaries for Elected City Officials
- Annual Boards & Commissions Recognition Dinner



# CHIEF RECORDS MANAGEMENT OFFICER

- Life Cycle of a Record
- Storage and Retrieval
- ARS Mandated Schedule for Records



# CHIEF ELECTION OFFICIAL

- Elections held in even years i.e. 2014, 2016





QUESTIONS