

# Memorandum



DATE May 2, 2014  
TO Charter Review Commission  
SUBJECT Records retention

I appreciate that the Commission has asked questions about the City's policy allowing for audio and video of Boards and Commissions to be destroyed after 90 days. City Councilmember Philip Kingston has also expressed his concerns to me about the policy.

I have directed City Manager A.C. Gonzalez to evaluate the policy and provide the City Council with cost estimates associated with retaining these records for a longer period of time.

Although I don't believe this will require a change to the City's Charter, I would be grateful if the Commission would provide recommendations to the Council suggesting which Boards and Commissions should keep its records for longer than 90 days and how long those records should be kept.

Thank you for your assistance in this matter and for your service to our great city. Please contact me or someone in my office if you have any questions or concerns.

Regards,

A handwritten signature in black ink, appearing to read 'Mike Rawlings'.

Mayor Mike Rawlings

cc: Dallas City Council  
City Manager A.C. Gonzalez  
City Attorney Warren Ernst  
City Secretary Rosa Rios