



## Legislation Text

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**File #:** 051420, **Version:** 1

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051420  
SUBSTITUTE 1

ALD. HAMILTON

Substitute resolution relating to City policy for retention, disposition and management of electronic mail records.

This resolution establishes City policy for retention of electronic mail records, and authorizes the Chief Information Officer to implement the policy.

Whereas, The City Information Management Committee is responsible for guiding the City's management of electronic and paper records; and

Whereas, The City Information Management Committee requested that the E-mail Retention Subcommittee prepare a policy for the retention of electronic records; and

Whereas, The E-mail Retention Subcommittee prepared the "Policy for Retention of Electronic Mail Records," which was approved by the City Information Management Committee on October 3, 2005; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the "Policy for Retention of Electronic Mail Records," a copy of which is attached to this file, is adopted as City policy, and the Chief Information Officer is authorized to create standards and guidelines to implement the policy.

LRB-06061-2  
LCS  
2/10/2006