

Records Reform Group
Schedule
(Proposed)

1. **Monday, August 4, 2008**
Invite Department Heads/Representatives to the **August** meeting and distribute revised Administrative Instructions- *City Clerk, City Attorney, and City Auditor*
2. **Monday, August 18, 2008**
Meet and discuss project with Department Heads/Representatives, scope of project and solicit recommendations -- *City Clerk, City Attorney and City Auditor*
3. **Monday, September 8, 2008**
First Records Reform Group Meeting – *City Clerk, City Attorney and City Auditor*

Review and Revise Administrative Instructions, *if needed*
Receive Updates from Departments-Status of Current Policies and Practices and Recommendations
Determine scope of work for and responsibilities of Records Management Review Task Force
4. **Week of September 15, 2008**
City Attorney, City Auditor, and City Clerk -Meets with Mayor and City Administrator to Present Proposal
5. **Monday, September 22, 2008**
Second Records Reform Group Meeting -- *City Clerk, City Attorney and City Auditor*
Finalize scope of work for and responsibilities of Records Management Review Task Force
6. **Wednesday, September 24, 2008**
Invite community members for **Ad Hoc Records Management Review Task Force**-Appointment of Community Members-City Clerk
Seven (7) Community Members from: League of Women Voters (League designates); Journalist (Society of Professional Journalist designates); Public Ethics Commission (Public Ethics Commission designates); Chamber of Commerce, (Chamber of Commerce designates); Union, (Central Labor Council designates)
President De La Fuente and Councilmember Jean Quan appoints one member
7. **October 8, 2008**
First Records Management Review Task Force Meeting
October 22, 2008
Second Records Management Review Task Force Meeting
November 3, 2008
Third Records Management Review Task Force Meeting
8. **First City Council meeting in December**
Final Report and Recommendations Issued by *City Attorney, City Clerk, City Auditor:*