

City of Garden Grove
INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal
From: John D.R. Clark
Dept: City Manager
Dept: City Clerk
Subject: PROCLAMATION: RECORDS AND INFORMATION MANAGEMENT MONTH
Date: April 13, 2010

OBJECTIVE

For the City Council to proclaim April 2010, as **Records and Information Management Month** in the City of Garden Grove.

BACKGROUND/DISCUSSION

In addition to administering elections and coordinating the legislative process, the City Clerk's Office also serves as the Information and Records Manager for the City. The City Clerk's Office not only safeguards all official records of the City, it also provides accurate and timely information regarding the operations and legislative history of the City to the City Council, staff, and the general public.

In 1995, the Association of Records Managers and Administrators International (ARMA) designated April each year as **Records and Information Management Month**. ARMA is a not-for-profit organization whose primary purpose is to support, educate, and develop members of the records and information management profession. All City Clerk staff are members of this organization.

FINANCIAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council:

- Proclaim April 2010, as **Records and Information Management Month** in the City of Garden Grove.

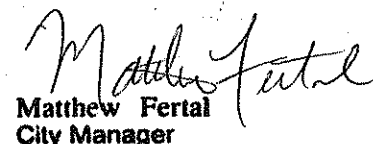


JOHN D.R. CLARK
Director of Human Resources



By: KATHY BAILOR
City Clerk

Recommended for Approval



Matthew Fertal
City Manager

Attachment: Proclamation

Proclamation

**Records and Information Management Month
April 2010**

- WHEREAS, The City of Garden Grove staff is promoting the principles of quality records and information management through the creation, maintenance, and use of authentic, reliable, usable information and the development and use of information systems that place a high priority on accuracy and integrity; and
- WHEREAS, The management of records and information is critical to every industry, business, organization, and government agency, and the systematic creation, distribution, storage, and retrieval of records are important to the continued and efficient operation of any successful organization; and
- WHEREAS, An effective records management program assures the availability of information as a basis for sound decision making by providing security and control of records and information necessary for reduction of risk and liability as well as for compliance with global standards; and
- WHEREAS, The observance of Records and Information Management Month has been initiated by Association of Records Managers and Administrators International, with nearly 11,000 members, to support the advancement of the records and information management profession through advocacy, education, and professional development; and
- WHEREAS, The important role and service performed by records and information professionals in maintaining appropriate business, civic, and government records should be recognized.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the City of Garden Grove do hereby proclaim April 2010, as "Records and Information Management Month" in the city of Garden Grove.

April 13, 2010

William J. Dalton, Mayor

Steven R. Jones
Mayor Pro Tem

Dina Nguyen
Council Member

Bruce A. Broadwater
Council Member

Andrew Do
Council Member