

City of Bellaire Records Management Information

Records Management/Departmental Records

Records Destruction Policy/Procedures

The City Clerk's Office is currently working with the Information Technology Department on a formal Records Management Policy, including guidelines for records storage, retention, and destruction. Destruction procedures have been included below to get you by until the policy is completed and adopted. Please do not hesitate to contact the City Clerk, Tracy Dutton, with any questions.

tdutton@bellairetx.gov

Records Destruction Procedures:

Before records can be destroyed, departments must check the City's adopted retention schedules (see Records Management/Departmental Records link above) to ensure that the record or records to be destroyed have met its minimum retention requirements.

If the record or records can be destroyed, the department must inventory them on a Disposition Log (S Drive s:/Records Management/Forms/LG-Disposition Log). The Department Director must sign the Disposition Log and submit it to the City Clerk (Records Management Officer or RMO) for review. After completing the review, the City Clerk will submit the Disposition Log to the City Manager for final approval.

Once a department receives final approval from the City Manager, the records to be destroyed may be deposited into one of three Shred-it® consoles for shredding. Two consoles are in City Hall, and one in the Bellaire Fire Station. Shred-It® services the consoles monthly. *

*Please note that we are working to establish an annual (or bi-annual) citywide shredding day (Records Management Day) soon. Look for details before the end of 2025.

Records Management Training will be scheduled soon.