



# Ordinance

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

NO. 360

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, AMENDING THE CITY CODE OF THE CITY OF SAN LUIS, AMENDING CHAPTER 37, ADOPTING “THE CITY OF SAN LUIS RECORDS MANAGEMENT AND RETENTION POLICY”, REPEALING ANY CONFLICTING PROVISIONS; AND PROVIDING FOR SEVERABILITY**

**WHEREAS**, the Mayor and Council of the City of San Luis have determined that it is in the best interest of the citizens of the City of San Luis to establish a written policy for the management, retention, preservation, disposition and destruction of the City’s public records.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council of the City of San Luis, Arizona, as follows:

**SECTION 1:** The above recital is hereby incorporated as if fully set forth herein.

**SECTION 2:** That a certain document known as “The City of San Luis Records Management and Retention Policy”, three copies of which are on file with the City Clerk of the City of San Luis, Arizona, which document was made a public record by Resolution No. 1172 of the City of San Luis, Arizona, is hereby referred to, adopted, and made a part hereof as if fully set out in this ordinance. Chapter 37, titled “City Policies” is hereby amended to add Section 37.10 et. seq. as “The City of San Luis Records Management and Retention Policy.”

**SECTION 3:** The Mayor, City Manager, City Clerk and City Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this ordinance.

**SECTION 4:** In the event of a conflict between the provisions of this ordinance and any other ordinance, code, resolution, regulation, or policy of the City of San Luis, the conflicting provisions are hereby repealed, superseded, and replaced.

**SECTION 5:** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**PASSED AND ADOPTED** by the Mayor and Council of the City of San Luis, Arizona,  
this 28<sup>th</sup> day of December, 2016.



Gerardo Sanchez, Mayor

**ATTEST:**



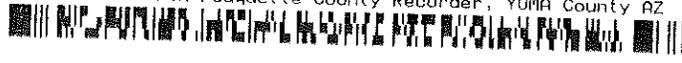
Sonia Cornelio, City Clerk

**APPROVED AS TO FORM:**



Kay Marion Macuil, City Attorney

CONFORMED COPY  
2017-00988 MISCELLANEOUS  
01/17/2017 10:34:23 AM Pages: 3 Fees: \$8.00  
Requested By: CITY OF SAN LUIS CLERKS OFFICE  
Recorded By: aavila  
Robyn Staliworth Poudre County Recorder, YUMA County AZ



**WHEN RECORDED MAIL TO:**

**CITY OF SAN LUIS  
ATTN: SONIA CORNELIO, CITY CLERK  
P.O. BOX 1170  
SAN LUIS, ARIZONA 85349**

The above area is to be reserved for recording information

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**CAPTION HEADING:  
Ordinance No. 360**

The City of San Luis Records Management and Retention Policy