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# For the Record...

## City Employee Shred Day

April is Records and Information Management Month, and the perfect time to promote record-keeping not only at work but at home as well. Employees can use the records management principles they learn on the job to maintain and destroy receipts, credit card statements, tax files and other personal information.

The Office of the City Clerk wants to increase the awareness of identity theft protection and promote the value of recycling by providing an opportunity for City employ-

ees to bring in one file box for shredding and recycling at no charge.

**Friday, April 11<sup>th</sup>**  
**Municipal Records Facility**  
**719 S. Santa Rosa**  
**8:00 AM until 2:00 PM**



Please prepare records for shredding by removing large clips, rubber bands, etc. Employees are asked to sign-up due to the limited amount of records the Municipal Records Facility can shred per hour.

Employees are asked to enter through the door by the compactor in the back parking lot.

To schedule a time to shred your records, please call:

Colleen Munds  
 Municipal Records Manager  
 207-6386  
 Or email  
[Colleen.Munds@sanantonio.gov](mailto:Colleen.Munds@sanantonio.gov)

## Boards and Commissions

All newly appointed City Board and Commission members are required to attend a Municipal Leadership Institute (MLI) training session. The MLI orientation provides a comprehensive overview on various issues including fiscal responsibility, ethics, liability, attendance requirements, removal process, parliamentary procedures, Texas Open Meetings Act, Texas Public Information Act, and general information about the City's Budget.

### MLI Session Dates

Saturday, April 12, 2008  
 8:30 AM  
 John Igo Library  
 13330 Kyle Seale Pkwy  
 San Antonio, TX 78249

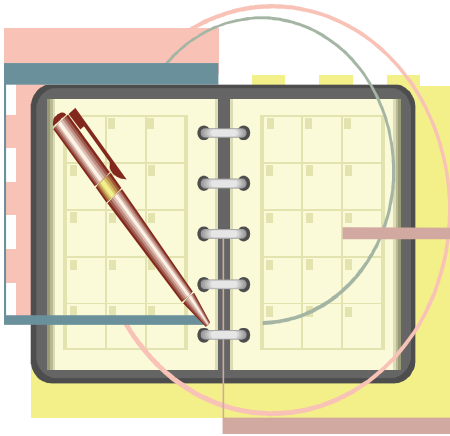
Tuesday, April 29, 2008  
 12:00 noon  
 Business and Development  
 Service Center  
 1901 S. Alamo  
 San Antonio, TX 78204

### Swearing-in Ceremony May 29, 2008—5:00 pm City Council Chambers

All City of San Antonio Board and Commission Members newly appointed during the period of November 29, 2007— May 1, 2008, are invited to attend a Swearing-in ceremony. Certificates of appointment and board lapel pins will be presented. Each member will also receive personal congratulations by Mayor Hardberger and Councilmembers.

## For the Record...

### Deadlines



Mark the dates

**Registered Lobbyists  
Quarterly Report**  
due April 15, 2008

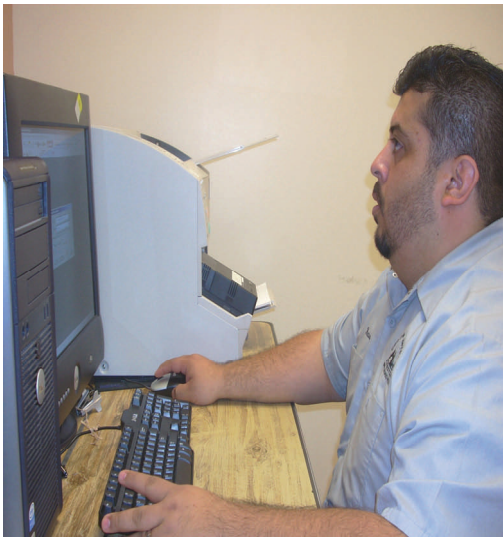
**Personal Financial Statements (PFS)** for  
current Council Members, City Manager  
and City Attorney are due April 30, 2008

**Campaign Finance Reports**  
for Officeholders and Candidates are  
due July 15, 2008

*\*All deadlines are to be met  
by the close of business on  
the due date.*



## Municipal Records Facility (MRF)



### Featured Employee

Hector Hernandez, Sr. Records Technician at the Municipal Records Facility recently completed the scanning of Council minutes that are now searchable from 1957 to 1982. Hector also completed the scanning of all Council agendas from 1993 to 2007, which are also searchable. Additionally, he and other Sr. Records Technicians have completed the scanning of over 1500 ordinances and their referenced contracts and saved into Document Management. The process makes contracts available to be viewed by any DM user.

Congratulations to Hector for a job well done.

### Records Destruction

Once a record has met retention it may be destroyed. The Municipal Records Facility handles the disposition of all city records. Documents are sent through an industrial shredder and made into recyclable material. Recent amount of documents destroyed by the facility were:

January 217 boxes  
February 291 boxes

### Archivists

Archivists Amanda DeFlorio and Sean Heyliger participated as judges at the National History Day program (regional level) held March 1, 2008.

The National History Day program engages students in grades six through twelve in discovery and interpretation of historical topics related to an annual theme. The 2008 theme is *Conflict and Compromise in History*. Students produce creative and scholarly projects in the form of exhibits, papers, documentaries, per-

formances, or web sites.

The Texas State Historical Association coordinates the Texas competition, which will be held May 3-4, 2008, in Austin, TX, and involves over 30,000 young Texans. Nearly 900 students will progress to the state level History Day with approximately 60 students representing Texas at the National History Day June 15-19, 2008, in Washington, D.C.

