

**SUBJECT:**  
**City Archives**

**POLICY NUMBER 700-02**  
**ADOPTED 8-10-83**  
**REVISED 11-28-01**

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It is the policy of the City Council that the Library, along with the City Clerk's office, serve as the official depository for all archival records of the City. At least two copies of all planning documents, environmental impact reports, procedures manuals, studies, etc., will be placed in the Library to be made available both to the public and for City officials. These will be retained indefinitely for historical purposes as determined by the Library staff.