



St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043
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www.sbp.net

Guy McInnis
*Councilman
at Large*

George Cavnac
*Councilman
at Large*

Ray Lauga, Jr.
*Councilman
District A*

Nathan Gorbaty
*Councilman
District B*

Richard "Richie" Lewis
*Councilman
District C*

Casey W. Hunnicutt
*Councilman
District D*

**Manuel "Monty"
Montelongo III**
*Councilman
District E*

Roxanne Adams
Clerk of Council

#21

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, MAY 6, 2014 AT SEVEN O'CLOCK P.M.

On motion of Mr. Gorbaty, seconded by Mr. Lewis, it was moved to **adopt** the following resolution:

RESOLUTION SBPC #1172-05-14

A RESOLUTION NAMING THE CLERK OF COUNCIL AS THE RECORDS MANAGEMENT OFFICER FOR ST. BERNARD PARISH COUNCIL.

ST. BERNARD PARISH COUNCIL DOES HEREBY ORDAIN:

WHEREAS, the St. Bernard Parish Council decrees that it is in the best interest of St. Bernard Parish that the Clerk of Council be named as its Records Management Officer; and,

WHEREAS, Louisiana Revised Statutes 44:411 requires all public entities to establish a Records Management Officer; and,

WHEREAS, Records Management Officer shall act as a liaison between St. Bernard Parish Council and the State of Louisiana Division of Archives, Record Management and History; and,

WHEREAS, Records Management Officer shall establish a record retention schedule in accordance with the State of Louisiana Division of Archives, Record Management and History.

NOW THEREFORE, BE IT RESOLVED, that the St. Bernard Parish Council, the governing authority of St. Bernard Parish, does hereby name the clerk of council as its records management officer.

BE IT FURTHER RESOLVED, that the St. Bernard Parish Council, the governing authority of St. Bernard Parish, does hereby grant Councilman at large East, Guy McInnis the power and authority to execute State of Louisiana Division of Archives, Record Management and History form SS ARC 940, naming the Clerk of Council as its Records Management Officer.



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Extract #21 continued
May 6, 2014

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The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

YEAS: Lauga, Gorbaty, Lewis, Hunnicutt, Montelongo, Cavignac

NAYS: None

ABSENT: None

The Council Chair, Mr. McInnis, cast his vote as **YEA**.

And the motion was declared **adopted** on the 6th day of May, 2014.

CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at Chalmette, Louisiana, on Tuesday, May 6, 2014.

Witness my hand and the seal
of the Parish of St. Bernard on
this 6th day of May, 2014.

ROXANNE ADAMS
CLERK OF COUNCIL