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Accessible. Effective. Service.

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Records Management

Records management is the application of management techniques to the creation, use, maintenance, retention, preservation and disposal of records for the purposes of reducing costs and improving the efficiency of record keeping.

The City of Garland is committed to the strategy management of its records. The training document below provides the basic requirements for managing records.

Frequently Used Forms

- Local Retention Schedule
- Records Transfer to Retention Center
- Request to Destroy (Signature Form)
- Records to Destroy (List Form)
- Best Practices For Archiving Records

Most Visited Links

- September 2024 Cityworks Metrics Compiled by: Water Information Services Thursday, October 17, 2024 Organizational Metrics
- Performance Management- Annual
- Benefits-Wellbeing
- Human Resources Team Garland Ambassadors
- Issue Summary Language
- Standard Operating Procedure Petty Cash Administration

Most Visited Departments

- Police Department
- Fleet Services
- Office of Strategic Initiatives
- Parks, Recreation & Cultural Arts
- City Attorney
- Facilities Management
- Housing Agency
- Water

Come Back Often to Your Intranet

We have been hard at work for you.
The results have paid off with a brand new City of Garland employee intranet. We encourage you to explore the various areas, engage in knowledge sharing, communicate with your fellow co-workers across all departments and, most of all, come back every day to see what's happening

Having Technical Problems?

Contact IT at x7240

CAPTION LANGUAGE EXAMPLE

Facilities Inventory

Values Shout Out

Slow Motion Steve and Judy

CVB / Marketing

Engineering