

CLERK'S OFFICE

CLERK



ELECTIONS



CEMETERY

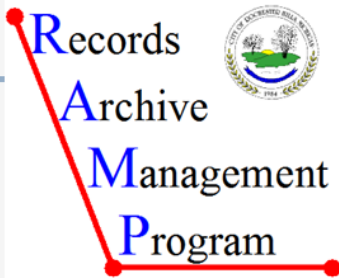


Clerk's Office


RESPONSIBILITIES

RECORD'S DIVISION

- City-wide Records Management Program
- Official Keeper of City Records
- FOIA Coordinator
- Birth and Death Records



**Records
Archive
Management
Program**



Goals

- Education
- Inventory
- Retention
- Protection
- Management



Help is on the way!

A Records Management, Archive and Retention Program for the City of Rochester Hills
August 2005

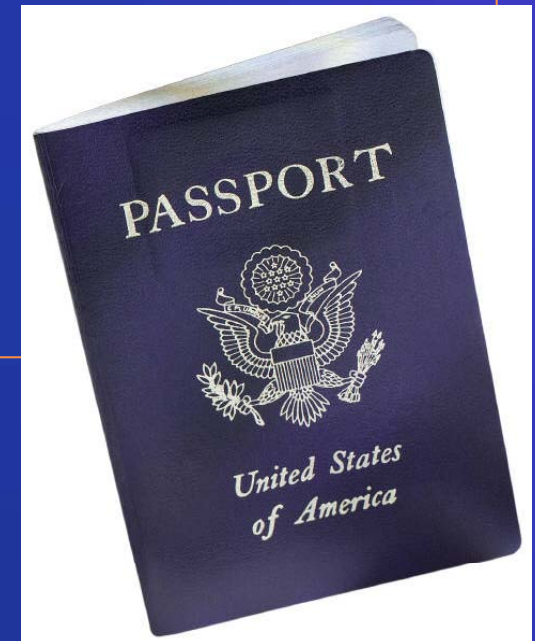
Mission Statement
The mission of the Records Archive Management Program is to identify, inventory, protect and manage the life cycle of all records of the City of Rochester Hills.

Clerk's Office

RESPONSIBILITIES

CITY COUNCIL DIVISION

- City Council Support Staff
- Passports/Notary Services
- Coordinator for the RHGYC



Clerk's Office

RESPONSIBILITIES

ELECTIONS DIVISION

- Voter Registration
- Federal, State and Local elections
- Candidate Assistance



Clerk's Office

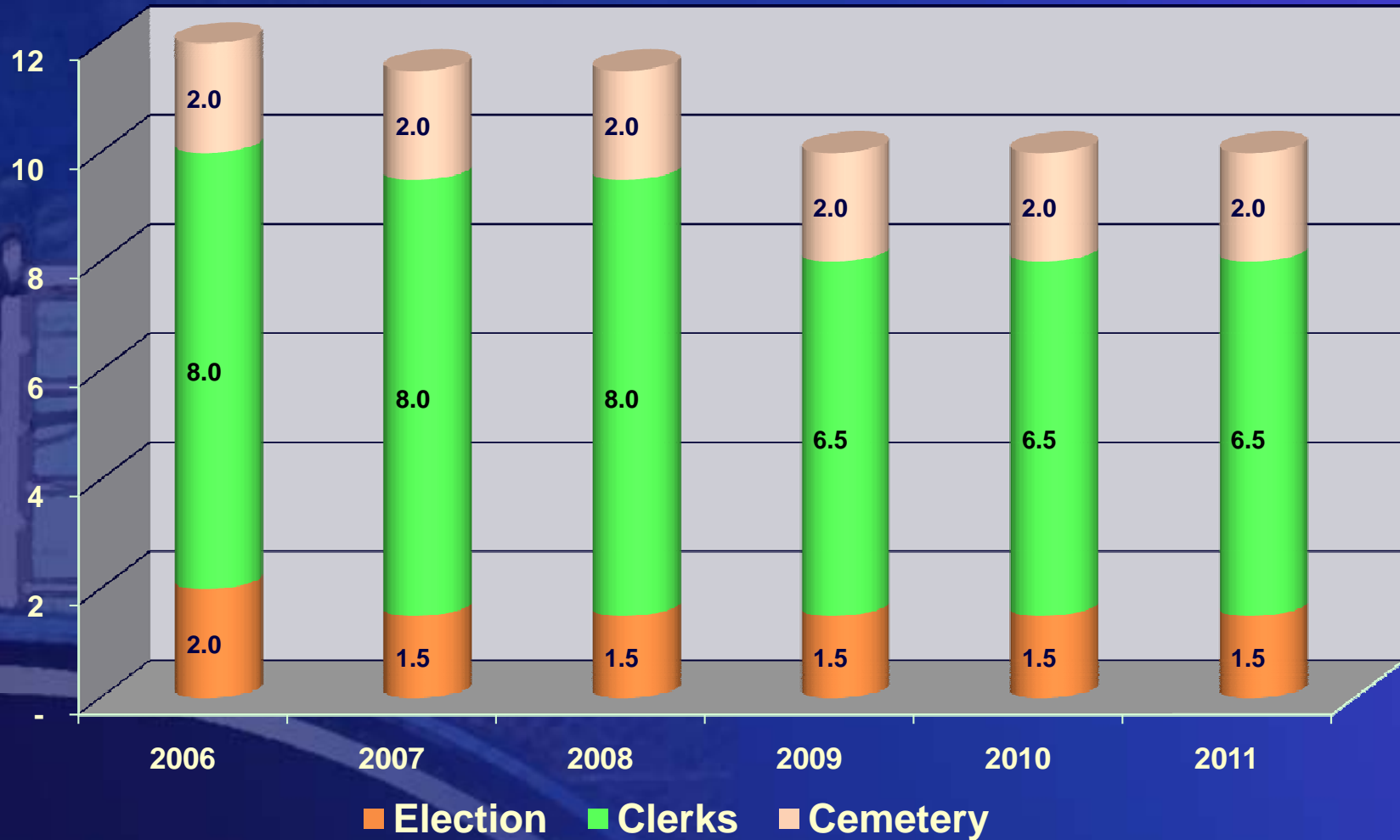
RESPONSIBILITIES

CEMETERY DIVISION

- General Operations & Maintenance
- Lot and Monument Sales
- Preservation and restoration – historic cemeteries



Clerk's Department Staffing Levels



16.7% REDUCTION SINCE 2006

Highest Rating For Customer Service



Questions