

**CODE OF ORDINANCES
CITY OF CORUNNA, MICHIGAN
Chapter 2 ADMINISTRATION
ARTICLE III. ADMINISTRATIVE SERVICE
DIVISION 1. GENERALLY**

Sec. 2-61. Guidelines for all departments.

All departments of the city shall comply with the following:

- (1) All department heads shall keep informed as to the latest practices in their particular fields and shall inaugurate, with the approval of the city manager in the case of departments responsible to him or, in the case of other departments, with the approval of the officer or body to whom the department head is responsible, such new practices as appear to be of benefit to the service and to the public.
- (2) Reports of the activities of each department shall be made to the manager as he shall direct.
- (3) Each department head shall be responsible for the preservation of all public records under his jurisdiction and shall provide a system of filing and indexing them. No public records, reports, correspondence or other data relative to the business of any department shall be destroyed or removed permanently from the files without the knowledge and approval of the city council and shall be subject to the provisions of this chapter.