



City of Rio Vista

Department Volunteer Request Form

Date of Request	March 23, 2010
Department	Administration
Contact Name / Phone Number	Hector De La Rosa, 374-6451
Address	One Main Street
E-mail Address / Fax Number	hdelarosa@ci.rio-vista.ca.us 374-6763
Number of volunteers needed	1
Date needed to start	Immediately
Date job ending	Ongoing
Time commitment required	80 hour initially, 12 hours or more per week
Location of project	One Main Street, Rio Vista (City Hall)
Description of work needed	Work with City Clerk to develop a filing and records management system that will allow for improved storage and retrieval of documents and also develop an indexing program to assist all personnel in locating documents. Purge files and records as directed.
Skills required for job	Experience in setting up and maintaining a professional, modern file system.
Transportation	Volunteer needs own vehicle
Additional Information	

- Approved
 Denied

Return form to:
City Manager's Office
Fax 707/374-6763 or bahrenfuss@ci.rio-vista.ca.us