

ORDINANCE NO. 128

RECORDS MANAGEMENT

AN ORDINANCE PROVIDING FOR THE ORDERLY MANAGEMENT OF ALL CITY RECORDS, ESTABLISHING RESPONSIBILITIES, APPOINTMENT OF A RECORDS MANAGEMENT COMMITTEE AND SETTING FORTH RETENTION PERIODS AND DISPOSAL METHODS.

**SECTION 1. Definitions.** Unless the context otherwise requires, the words that are used in this Chapter shall have the meanings that are ascribed to them in this Section:

- (A) "Disposition" means the final action that has been recommended for a record by the records retention that has been approved for the office that produces or generates the record.
- (B) "Office" means any office, department, board, commission, committee, agency or any other division of the City.
- (C) "Public record" means any paper, correspondence, form, book, photograph, file, sound recording, map, drawing or other document regardless of its physical form or characteristics, that has been made by any office or official or received by it in connection with the transaction of public business.

The term does not include published books and pamphlets, books and pamphlets that have been printed by a government printer, worksheets that are used to collect or compile data after such data has been included in a record, answer pads for telephones or other informal notes, stenographers notes after the information that is contained therein has been transcribed, unused forms, except unused ballots, brochures, newsletter, magazines, newspapers, except those portions of newspapers that are retained as evidence of publication, scrapbooks and property that have been left or deposited with an office which would otherwise be defined as a record except that the ownership of such property does not reside with the City.

- (D) "Records center" means an area for housing inactive or semi-active records which do not receive sufficient use to warrant their retention in the office in which they were initially kept.
- (E) "Records retention schedule" means an itemized list of record series, with the corresponding time periods for which they must be kept, including the location and final disposition thereof.
- (F) "Record series" means documents, volumes or folders that

are arranged under a single filing system or are kept together as a unit because they relate to a particular subject, result from the same activity or have a particular form.

- (G) "Vital records" means those records that would be essential for the reconstruction of the function and operation of a department in order for it to conduct business following a disaster.

**SECTION 2. City Clerk's Responsibilities.** The City Clerk will be responsible for developing and implementing a records management program for the City. In that capacity, the City Clerk shall:

- (A) Establish guidelines and procedures for making an inventory of and retaining public records of the City in accordance with approved records retention schedules.
- (B) Establish a records center for storing inactive public records of the City pending their disposition in accordance with approved records retention schedules.
- (C) Establish a program for the protection of historical, archival and vital records that are essential to the continuation or establishment of governmental operations in the event of a natural or other disaster.

**SECTION 3. Records Management Committee.** Established - Composition. A records management committee is hereby established and shall be composed of five members appointed by the City Council.

**SECTION 4. Records Management Committee - Responsibilities.** The Records Management Committee shall:

- (A) Approve or modify all records management retention schedules before they are submitted to the City Council for approval.
- (B) Provide general guidance and assistance with respect to improvements of the records management process.

**SECTION 5. Disposal of records - Retention periods.**

- (A) Records may be disposed of only in accordance with the records retention schedules approved by the Records Retention Committee and the City Council.
- (B) Records to be destroyed must be shredded or burned with statement of certification by the person overseeing the destruction.

**SECTION 6. Effective date:**

This Ordinance shall take effect on January 20, 1990.

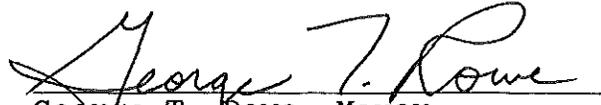
PROPOSED: On the 20th day of November, 1990 by Councilwoman Wilcox.

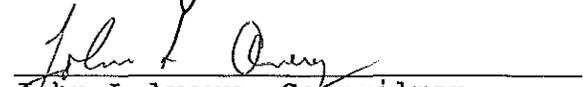
PASSED: On the 20th day of December, 1990.

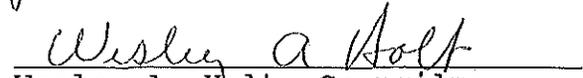
ABSENT: Carolyn Wilcox

AYES:

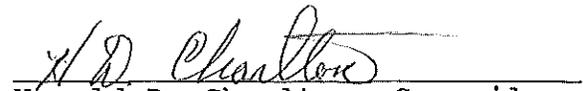
NAYS: None

  
George T. Rowe, Mayor

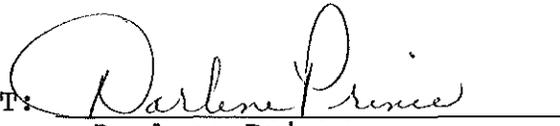
  
John L. Avery, Councilman

  
Wesley A. Holt, Councilman

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Carolyn Wilcox, Councilman

  
Harold D. Charlton, Councilman

ATTEST:

  
Darlene Prince  
City Clerk