Chapter 2.04 Definitions

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Sections:

2.04.010 Definitions.

2.04.010 Definitions. When used in this chapter, the following words shall have the meanings respectively ascribed to them in this section:
a. “Active records" means records that are in active use by a department in the transaction of official business.
b. “Electronic records” means records that are stored in an electronic or magnetic storage medium, and that are retrieved or read by a computer or other electronic device.

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2.04.010(c)—2.04.010(j)

c. "Historic value" means the value of a record for use at a later date in reconstructing a general history of the development and government of the City.
d. "Inactive records" means records that have been transferred from departmental active records files to central storage for retention until their scheduled destruction.
e. “Legal value" means the value of a record for use as evidence in pending or threatened litigation or to document a legal relationship or event, including without limitation property and commercial transactions and legislative and judicial actions of the Homer City Council.
f. "Micromedia" means the filming media application meaning microfilm, microfiche, aperture or other recognized standard records film method.
g. “Record" means recorded information in any form, including without limitation any document, paper, book, letter, photograph, microfilm, map, drawing, chart, card, magnetic media or computer printout, developed or received under law or in connection with the transaction of official business and appropriate for preservation as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the city or because of its informational value. The term "record" does not include:
1. Library and museum material developed or acquired and preserved solely for reference, historical or exhibition purposes, extra copies of documents preserved solely for convenience of reference, or stocks of publications and processed documents.
2. Reference documents.
3. Transitory documents.
h. “Record series" means a group of identical or related records which are normally used and filed as a unit and whose functional similarities permit their evaluation as a unit for retention scheduling purposes. Each record series shall be segregated according to the year of acquisition.
i. “Reference document” means a writing or image that is acquired or created solely for the purpose of creating or incorporation into a record, and includes without limitation, notes, calculations, and working papers.
j. “Transitory document” means a writing or image that after its immediate use has no value as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the city, and includes without limitation transmittals, suspense copies when a reply has been received, routine requests for information, and routine appointment and scheduling requests.

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k. "Vital records" means records that are necessary to assure continuance of essential governmental operations to protect the legal and financial operation of the City in the event of disaster or catastrophic loss of the City records. (Ord. 11-21(A) §1, 2011; Ord. 84-27 (part), 1984).

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