Chapter 2.08 Public Records Management

Chapter 2.08

PUBLIC RECORDS MANAGEMENT

Sections:

2.08.010 Management of public records.

2.08.010 Management of public records. a. Records Manager. The City Clerk is the Records Manager for the City. The City Clerk shall develop, maintain and coordinate the operations of the City's records management system. The City Clerk also shall provide for the physical security of all original signature documents classified as vital, or as having legal or historical value.
b. Department records liaison. Each department head shall appoint a departmental records liaison. The department records liaison shall be responsible for the organization and safekeeping of all active records in the department.
c. Records inventory. The City Clerk shall take and maintain an inventory of City records. The inventory shall be reviewed and revised annually, and shall set forth each record series being developed, used, stored or scheduled for disposal by the City.
d. Electronic records. The City Clerk shall cause electronic records to be inventoried, stored and destroyed in the same manner and at the same time as if the records were maintained in written, printed or photographic form.
e. Records classification and procedure. The City Clerk shall develop and provide each department with a records classification and procedures manual. The City Clerk shall review and update record series annually with each department records liaison to ensure that all active record series are adequately described, to provide for necessary changes, additions and deletions to the records classification and procedures manual, and to ensure compliance with state and federal law.

f. Inactive records storage. The City Clerk shall provide for and manage an inactive records storage center and shall develop a schedule for the annual relocation of inactive records to the storage center. Wherever possible, only one copy of each inactive record in a record series, and of duplicate inactive records series of two or more departments, shall be retained.
g. Records retention and destruction. The Council shall adopt by resolution a schedule setting forth minimum times for the retention of particular types of record series. The City Clerk annually shall provide for the destruction of records series whose retention periods have expired, after removing from each such records series for permanent preservation any records that are vital, or that have continuing historic or legal value. Not less than thirty days before destroying a record series, the City Clerk shall circulate to each department head for comment a detailed list of all records series to be destroyed, and the department head shall recommend to the City Clerk which records in those record series may be vital or of continuing historic or legal value. The City Clerk shall maintain a permanent log of all record series which have been destroyed, and shall report to the City Council by March 31st of each year all records series to be removed from active departmental files to the inactive records storage center, and records series destroyed during the preceding year.
h. Records certification. The City Clerk or department records liaison having custody of a record that is open to public inspection under HCC Chapter 1.80 shall, upon request and payment of the fee therefor established by Council resolution provide a certified copy of the record, and the certified copy shall in all cases be evidence of the original.
i. Public inspection. Public inspection of records is governed by HCC Chapter 1.80.
j. Micromedia. The Clerk shall have the authority to provide for use of Micromedia; i.e. film, fiche, aperture or other appropriate application as determined to be the best suited for filming of the document. Records considered to be vital, or of historic or legal value shall be duplicated on Micromedia and deposited with the state archivist or in a

secure, bonded vault physically removed from the City Administration Building. (Ord. 11-21(A) §2, 2011; Ord. 84-27(part), 1984).
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(Homer 06/11)

Source URL (retrieved on *2013-05-25 23:16*):
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