	City of Fort Bragg **Administrative Regulation No. R-1**

RECORDS MANAGEMENT PROGRAM

I. OBJECTIVE

The objective of this Administrative Regulation is to establish policy and procedure for: 1) orderly storage of inactive departmental records which must be retained for administrative, operations, legal, fiscal, or research purposes; and 2) orderly and timely destruction of records pursuant to the City's adopted Records Retention Schedule.

II. PROCEDURES

1. Active Records and Non-Records are to be maintained in departmental files.
2. Transfer of Record(s) to Archives shall be conducted when a record is deemed inactive (usually two years old or older):
   a) Review each record and remove **all** duplicate copies and non-records. Non-Records are to be destroyed at the departmental level.
   b) Place records in uniform storage boxes that can handle both legal and letter size records. Pack records upright in the boxes; no box shall contain over **25 pounds** when filled.
   c) Only records having similar retention periods should be stored in any single box (i.e. permanent records and records with long retention periods should **not** be commingled with records having short retention periods).
   d) Department personnel shall prepare a list of all items in the storage box. The list shall include the following for each file in the storage box: 1) the title; 2) starting and ending dates of documents; 3) the Records Retention Schedule (Resolution 2375-2000), and the date of destruction. Indicate on the list where records are temporarily stored.
   e) Forward the list of records to the City Clerk for verification and input in the official Archive listing. The City Clerk's office shall then relocate boxes to off-site or on-site archival storage depending on the record retention schedule and space availability.
3. Destruction of Records shall be handled by the City Clerk's office:
   a) The City Clerk or his/her designee shall annually review the list of archived records to determine the records scheduled for destruction.
   b) The City Clerk shall prepare the Records Destruction Certification Form (Attachment "A") and forward it to the City Attorney for review and approval.
   c) The City Clerk or his/her designee shall destroy records once approved by the City Attorney. Contracts, reports, and studies shall be scanned prior to destruction.
4. Requesting Information from Archived Files:
   a) The person requesting records shall complete a Record Request Form (Attachment "B") and forwards it to the City Clerk. Use one request form for each file.
   b) Upon receipt of the Record Request Form, the City Clerk shall refer to the Archive listing to confirm or identify the location of the file.
   c) The record/file shall be sent within 72 hours.
   d) When the record is located, a copy of the Record Request Form shall be attached to the file and sent to the person requesting the record. Another copy shall be attached to an out-card that shall replace the file in the box. The original copy shall go into a tickler file for a two-week follow-up at which time a reminder notice shall be sent to return the record.

e) When finished with the record, the requestor shall return it to the City Clerk. Be sure the copy of the Record Request Form is still attached to the file to facilitate re-filing.

III. RESPONSIBILITY

1. The City Council is responsible for adopting the Record Retention Schedule, and appropriate amendments to the Schedule. The Resolution (2375-2000) is part of this program and is available from the City Clerk's office.
2. The City Attorney shall review each Records Destruction Certificate for the purpose of recommending modifications or approval. The City Attorney shall also review proposed amendments to the Record Retention Schedule and make appropriate recommendations for revisions or approval.
3. The City Clerk has been designated the Record Manager and as such is the City's record custodian. The City Clerk/Record Manager ensures that controls are established for the creation, maintenance, and disposition of records. The City Clerk/Record Manager shall receive lists of files from departments that they wish to archive, shall review the list and prepare the archival boxes for storage. The City Clerk/Record Manager shall prepare a listing of records which are eligible for destruction, obtain written consent from the City Attorney, and shall then ensure the proper disposal of records.
4. Each department shall maintain custody and control over its records until the point they are sent to the City Clerk for archival. The Department Manager shall be responsible for seeing that only essential records are being retained in accordance with the Record Retention Schedule, that records which no longer serve any useful purpose are properly destroyed, and that records are properly transferred to archival storage.

IV. DEFINITIONS

1. "Record(s)" are all papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, and other documents produced, received, owned, or used by an agency, regardless of physical form or characteristics.
2. A "Non-Record" is any paper generated during the course of business that does not merit retention because it does not contain information of a significant or lasting value. Examples of non-record materials are: cover memos, rough or preliminary drafts, materials used for illustration purposes, letters of transmittal, referrals, acknowledgements or courtesy letters, publication (unless printed by a City department in the course of business), duplicate copies, tape recordings (unless designed as the official record), copies of other governmental agency reports, documents, etc. (unless prepared at the City's request or its primary purpose and content pertains to City business).
3. An "Active Record" is a record that is referred to frequently or regularly to conduct government activities or a record that is active until some event occurs to change its status, at which time it has fulfilled its function. These records should be located close to where they are accessed (i.e. in departmental files).
4. "Archival Records" are records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.
5. An "Inactive Record" is a document or material that is not accessed more than twice a year and whose retention requirements have not yet been met.
6. "Permanent Records" are those records that are required in perpetuity, usually identified by statute or other written guidlines. Examples include minutes, resolutions, ordinance, building files, and construction files for City facilities.
7. "Records Retention Schedule" is a list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the

agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business."

8. The "Retention Period" is the length of time a record must be retained to fulfill its administrative, fiscal, and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

Approved by City Manager	Linda Ruffing (Signature)	2.1.07 (Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		Feb 2007 (Date)

EXHIBIT "A"

APPROVAL FOR AND CERTIFICATION OF DESTRUCTION

DEPARTMENT	RESOLUTION	CERTIFICATE OF DESTRUCTION
**	#2375 (6-12-2000)	

In accordance with the above referenced Resolution as adopted by the Fort Bragg City Council at their meeting of June 12, 2000, the following records are eligible for final destruction on or after December 31, ____.

FILE NO.	YEAR	DATE	TITLE	RETENTION DATE	RETENTION REVIEW DATE

APPROVAL

I do hereby approve the final disposition of the above listed records.

City Attorney	**Michael Gogna**		**Dated:**
City Clerk	**Cynthia M. VanWormer**		**Dated:**

CERTIFICATE OF DESTRUCTION

I hereby certify that the above listed records were disposed by shredding / recycling / disposal at landfill on _____, 20___.

CITY OF FORT BRAGG
Cynthia M. VanWormer, CMC, City Clerk

By:_____

WITNESS:

By:_____

EXHIBIT "B"

RECORDS REQUEST

To be completed by the requesting department and sent to the City Clerk's Department

Requesting Department: _____

Send Record To: _____

Record Title: _____

Record Detail: _____

Box Number (if known): _____

Date Requested: _____

Contact Phone No.: _____

TO BE COMPLETED BY CITY CLERK'S DEPARTMENT

Requested by:	Sent by:	**Date Sent:** _____
_____ Phone	_____ Mail	**Due Back:** _____
_____ Mail	_____ Visit	**Returned:** _____
_____ Visit		

Remarks: