



Legislation Text

File #: RES 19-0045, **Version:** 1

ITEM TITLE:

#19-45 - Establishing a Records Retention Schedule for the City of Valdez and Repealing Resolution No. 02-57

SUBMITTED BY: Sheri Pierce, MMC, City Clerk

FISCAL NOTES:

Expenditure Required: [Click here to enter text.](#)
Unencumbered Balance: [Click here to enter text.](#)
Funding Source: [Click here to enter text.](#)

RECOMMENDATION:

[Click here to enter text.](#)

SUMMARY STATEMENT:

Section 2.76.080 of the Valdez Municipal Code requires that the City Clerk prepare a records retention program and record retention schedule which specifies those records which must be retained permanently, microfilmed or destroyed and disposed of routinely in the regular course of public business. All records destroyed must be certified by the City Clerk as having no legal or administrative value or historical interest. The City Council by resolution may authorize the disposal and method of disposal of records listed in the records retention schedule found by the council to be without legal or administrative value or historical interest.

The last update to the records retention schedule was approved by the city council in 2002. Due to the need to establish an updated retention schedule which includes electronic records such as email and other forms of electronic data and the requirement to comply with current State and Federal regulations regarding government record keeping, the city clerk's office has worked with each city department over the past year to identify and prepare the attached records retention schedule. Prior to finalizing the retention schedule the city attorney reviewed and suggested amendments which have been incorporated.

Following adoption of the records retention schedule the Records Manager will begin the process of scanning paper records into the Zasio electronic records management software program. Once scanned, records such as land files will be available to the public in electronic format and fully searchable from the city website.