

RESOLUTION NO. 1853

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PRESCOTT VALLEY, A MUNICIPAL CORPORATION OF ARIZONA, ADOPTING POLICY NO. 5-04 "ELECTRONIC RECORDS MANAGEMENT" OF THE TOWN OF PRESCOTT VALLEY POLICIES AND PROCEDURES; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

WHEREAS, ARS §41-151 requires each state and local agency to establish and maintain a records management program, submit retention schedules, and appoint a records coordinator; and

WHEREAS, by Resolution No. 341 (dated April 12, 1990), the Town Council directed the establishment and maintenance of a Records Management Program, appointing the Town Clerk as Records Coordinator; and

WHEREAS, in accordance with ARS §41-151, the Town first developed a comprehensive records management policy manual in 1993; and

WHEREAS, by Resolution No. 1029 (dated July 26, 2001), the Town Council resolved that a new "Prescott Valley Policies and Procedures Manual" be adopted, which Policies and Procedures Manual consolidated all Town policies (e.g. the Personnel Manual, the Procedures Manual and other manuals) into a single notebook made up of individual, numbered polices on various topics; and

WHEREAS, on November 21, 2002, the Council adopted, through Resolution No. 1134, a Records Management Program Policy and a Records Retention & Disposition Policy establishing uniform procedures for handling public document requests as required by federal, state and local laws; and

WHEREAS, on February 9, 2006, the Council adopted, through Resolution No. 1407, an updated records management program better distinguishing public records requests from civil case discovery and criminal case disclosure, and clarifying the procedure for redacting non-public, private, confidential, or otherwise protected material that may be included in otherwise public records prior to release of said records; and

WHEREAS, on September 22, 2010, the Council adopted, through Resolution No. 1763, the revised Records Retention & Disposition Schedules and revisions to the associated Town Policies to reflect updates by the Arizona State Library, Archives and Public Records updates to model Schedules, and to add provisions for outsourcing of records destruction and electronic/digital reproduction of records as a form of records retention;

WHEREAS, the Council now wishes to adopt the new policy Electronic Records Management establishing uniform guidelines and procedures for email/electronic records

retention and disposal, preserving emailed records in digital/electronic format in MS Outlook/Laserfiche and establishing active email/electronic records retention and disposal policy for the use of, access to, and management of email/electronic records;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PRESCOTT VALLEY, ARIZONA, AS FOLLOWS:

1. That the new Policy No. 5-04 "Electronic Records Management" of the Town of Prescott Valley Policies and Procedures Manual, dated September 12, 2013 and attached hereto and expressly made a part hereof, be hereby adopted.

2. That, in the event any policies adopted herein are found to be in conflict with duly-adopted Federal statutes or regulations, Arizona statutes or regulations, or Prescott Valley codes or regulations, such statutes, codes or regulations shall apply.

3. That this Resolution shall be effective after its passage and approval according to law.

RESOLVED by the Mayor and Common Council of the Town of Prescott Valley, Arizona, this 12th day of September, 2013.

Harvey C. Skoog, Mayor

ATTEST:

Diane Russell, Town Clerk

APPROVED AS TO FORM:

Ivan Legler, Town Attorney