

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: November 6, 2014**

**SUBJECT:** Adoption of the updated Arizona State Library, Archives & Public Records - Records Management Retention Schedules

**SUBMITTING DEPARTMENT:** Town Clerk

**PREPARED BY:** Diane Russell, Town Clerk

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

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**ATTACHMENTS:** a) Resolution No. 1893, b) Updated ASLAPR Retention Schedules (9)

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**SUMMARY/BACKGROUND:** Current Arizona Revised Statute §41-15.14(D) states that "records management" means the creation and implementation of systematic controls for records and information activities from the point where they are created or received through final disposition or archival retention, including distribution, use, storage, retrieval, protection and preservation." At the local government level the Town Clerk is typically the Records Manager for the municipality.

Further ARS 41-15.14(A)(2) requires that Records Managers must "make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency designed to furnish information to protect the rights of the state and of persons directly affected by the agency's activities." Retention Schedules are used to determine not only what records must be kept, but also for how long, before they outlive their usefulness.

Over the past few years the Arizona State Library Archives and Public Records has been in the process of rewriting, to update, the Records Retention Schedules. As the updated Retention Schedules have become available the Town Clerk's office has put them aside until a number of them could be gathered and brought before Council for formal adoption. Within the last few years, the Arizona State Library Archives and Public Records (ASLAPR) updated Arizona Revised Statutes in §41-151 pertaining to Records Management and many of the related Records Retention Schedules bringing them into the 21<sup>st</sup> century. Council approved the adoption of several new Records Retention Schedules and approved the revised Records Management Program Policy 5-01 and Records Retention Policy 5-03 through Resolution No. 1763 at its September 22, 2011 regular council meeting. At its regularly scheduled council meeting on April 26, 2012, Council adopted 18 new/revised Records Retention Schedules through Resolution No. 1788. On June 26, 2012 a third set consisting of an additional six new/revised Records Retention Schedules were adopted by the Council through Resolution No. 1801. On September 12, 2013 the Council adopted, through Resolution No. 1853 the new Policy 5-04 "Electronic Records Management" establishing uniform guidelines and procedures for email/electronic records retention and disposal mirroring state law.

The attached nine retention schedules proposed for formal adoption this evening provide for further contemporary management of additional record series. The updated retention schedules proposed for consideration of adoption are:

- Audit Records 7-3-12
- Election Records 7-10-12
- Historic Preservation Records 7-3-12
- Financial Records 3-26-14
- Management Records 9-11-14
- Criminal History Record Information (CHRI) Records (Non-Criminal Justice Use Only) 9-22-14
- Human Resources Personnel Records 10-7-14
- Officials Records 10-7-14
- Public Information and Marketing 9-11-14

A few more retention schedules remain to be revised to reflect today's records management challenges. When they become available, Staff will bring them before Council for consideration of adoption. Until that time, Staff recommends the adoption of these updated Retention Schedules. In addition, the Town will continue to use the existing old Retention & Disposition Schedules that have not been revised until the time that they are updated.

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**OPTION ANALYSIS:** Council may approve the resolution adopting the updated ASLAPR Records Retention & Disposition Schedules

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**ACTION OPTION:** Motion to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1893 adopting the updated Arizona State Library, Archives and Public Records Retention and Disposition Schedules. VOTE.

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**RECOMMENDATION:** Staff recommends authorizing signature of Resolution No. 1893 adopting the updated ASLAPR Retention & Disposition Schedules.

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**FISCAL ANALYSIS:** Staff does not anticipate a negative fiscal impact to this proposed action. In the long run, this move will save time, hence money, in not having to revise and submit to the State the 'custom' retention schedules that the town currently uses. However, it should be noted that the move from the current Department Records Schedules to Records Series Schedules will require a slight learning curve on behalf of the Records Clerks in each department.

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved     Denied     Tabled/Deferred     Assigned to \_\_\_\_\_