

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: October 20, 2016**

SUBJECT: Proposed adoption of five revised 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

ATTACHMENTS: a) Resolution No. 1975, b) ASLAPR Risk Management Records Retention Schedules

SUMMARY/BACKGROUND: Current Arizona Revised Statutes §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.

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.” [ARS 41-151.14(A)(2)] 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 have been in the process of rewriting and updating 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 couple of 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 21st 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. On May 12, 2016 Council adopted 9 additional either revised or new retention schedules by Resolution No. 1966. Then on June 23, 2016 Council adopted the new Risk Management Retention Schedule by Resolution No.1969.

Staff now brings the attached five (5) retention schedules proposed for formal adoption today to provide further contemporary management of additional record series.

When additional retention schedules become available, Staff will bring them before Council for consideration of adoption. Until that time, Staff recommends the adoption of the available revised 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.

OPTION ANALYSIS: Council may approve the resolution adopting the updated ASLAPR Records Retention & Disposition Schedules, propose changes to the resolution prior to adoption, or decline to adopt such resolution.

ACTION OPTION: Authorizing the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1975 adopting the five (5) Arizona State Library, Archives and Public Records Retention and Disposition Schedules. VOTE.

RECOMMENDATION: Staff recommends authorizing signature of Resolution No. 1975 adopting the revised ASLAPR Retention & Disposition Schedule.

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. 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.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____