

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION**

**Date: September 15, 2011**

**SUBJECT:** Proposed adoption of the revised Arizona State Library Archives & Public Records - Records Management Retention & Disposition Schedules and related Records Management Policies

**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. 1763, b) Revised ASLAPR Retention & Disposition Schedules & existing schedules, c) Records Management Program Policy 5-01, d) Records Retention Policy 5-03

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**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 & Disposition Schedules are used to determine what records must be kept and for how long.

The Arizona Revised Statutes pertaining to records management and records retention and disposition were written back in the 1940's and last updated in the 1970's. With the introduction of technology (not even thought of in those days), records managers have been operating in an electronic age with retention rules written predominately for paper and microfilm formats. The state laws and guidelines that Records Managers had to adhere to did not always address this electronic and/or digital format.

Within the past year, the Arizona State Library Archives and Public Records (ASLAPR) updated many Arizona Revised Statutes in §41-151 pertaining to Records Management and many of the related Records Retention and Disposition Schedules bringing them into the 21<sup>st</sup> century. The attached updated retention schedules proposed provide for the contemporary management of records that was long overdue. The updated retention schedules available to date are: Administration Records, Audit Schedule Records, Election Records, Electronic Communications & Social Networking, Equipment & Vehicle Services Records, Facilities and Ground Management, Information Technology, Library Records, Management Records, Personnel & Human Resources Records, Purchasing & Procurement Records, Sales Tax & Licensing and Warehouse & Supply Records.

Several more retention schedules are being 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 the available revised Retention &

Disposition Schedules prior to rolling out the Email Retention Policy which is directly affected by these schedules. 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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**ACTION OPTION:**

For discussion only, no action requested.

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**RECOMMENDATION:**

For discussion only, no action recommended

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**FISCAL ANALYSIS:**

Staff does not anticipate a fiscal impact to this proposed action.

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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 \_\_\_\_\_