

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: September 22, 2011**

SUBJECT: Proposed Adoption Revised Records Management Retention & Disposition 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. 1763, b) Revised Records Management Program Policy No. 5-01, c) Revised Records Retention & Disposition Policy No. 5-03, and d) Updated Retention & Disposition Schedules

SUMMARY/BACKGROUND: Arizona Revised Statutes §41-15.14(D) says "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 not only what records must be kept, but also for how long.

The Arizona State Library Archives and Public Records (ASLAPR) has a role in establishing model Retention & Disposition Schedules, and then approving any custom schedules adopted by local governments. The Town has established retention schedules in the past, based largely on the model schedules. Unfortunately, many of the statutes, regulations and schedules related to records management were written back in the 1940's and last updated in the 1970's. With the explosion of digital technology in recent decades, Records Managers have largely been trying to apply retention rules written predominately for paper and microfilm formats to digital formats. Fortunately, ASLAPR has recently embarked on a concerted campaign to revamp the schedules to reflect the more contemporary series/types of records routinely generated by local governments and moved away from the historical records schedules based on departments.

The attached retention schedules proposed for adoption by the Town Council are based largely on these revised state schedules. Not all types of records have new schedules, but those that have been completed 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. As more model retention schedules are revised by ASLAPR, Town staff will bring them before the Council for consideration of adoption (after any needed local changes are approved by ASLAPR). Until that time, Staff recommends the adoption of these revised Retention & Disposition Schedules. We recommend doing so largely because staff will be rolling out a revised Email Retention Policy which

needs these new schedules. Also, staff requests adoption of minor, related revisions to Town Policy No. 5-01 “Records Management Program” and No. 5-03 “Records Retention & Disposition”.

OPTION ANALYSIS: Council may approve a Resolution adopting the revised Town Policies and related new Records Retention & Disposition Schedules, propose changes to any of the Policies and related Schedules prior to adoption, or decline to approve the Resolution adopting the new Policies and related Schedules.

ACTION OPTION: Motion to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1763 adopting revised Town Policy No. 5-01 “Records Management Program”, Policy No. 5-03 “Records Retention & Disposition”, and related revised Records Retention & Disposition Schedules attached thereto, **OR** Motion not to approve Resolution No. 1763. **VOTE.**

RECOMMENDATION: Staff recommends authorizing signature of Resolution No. 1763 adopting the revised Town Policies No. 5-01 and 5-03 and the related revised Retention & Disposition Schedules

FISCAL ANALYSIS: Although many aspects of required retention of paper and electronic documents will likely have a significant fiscal impact for the Town, staff does not anticipate that adoption of these revised policies and schedules will have a direct, negative fiscal impact. It should, however, be noted that the move to new Records Series Schedules may involve a slight learning curve for 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 _____