

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

Date: April 26, 2012

SUBJECT: Proposed adoption of the revised Arizona State Library Archives & Public Records - 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. 1788, b) Updated ASLAPR Retention & Disposition Schedules (16)

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 not only what records must be kept, but also for how long.

The Arizona Revised Statutes pertaining to records management and records retention & 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 Coordinators have been operating in an electronic age with retention rules written predominately for paper and microfilm formats. The state laws and guidelines that Records Coordinators had to adhere to did not always address electronic and/or digital formats. In addition to addressing technological advances, the ASLAPR has also revamped the schedules to reflect the more contemporary series/types of records routinely generated by a municipality and moved away from the individual municipal department's records schedules.

Within the past year, 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 and Disposition 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.

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

Administration Records, #000-12-15, 03/06/12

Audit Records, #000-11-84, 11/03/11
Bond Records, #000-12-39, 04/24/12
Building Safety and Inspection, #000-12-38, 04/24/12
Election Records, #000-12-34, 04/20/12
Electronic Communications, Social Networking and Website Records, #000-12-22, 03/08/12
Environmental Quality Management and Sustainability Records, #000-12-19, 03/08/12
Equipment/Vehicle Service Records, #000-12-24, 03/15/12
Finance Records, #000-12-25, 03/15/12
Fire Fighting and Prevention Records, #000-12-25, 03/08/12
Human Resources & Personnel Records, #000-12-21, 03/08/12
Law Enforcement Records, #000-12-30, 04/05/12
Library Records, #000-12-17, 03/08/12
Management Records, #000-12-16, 03/06/12
Public Health Records, #000-12-33, 04/20/12
Sales Tax & Licensing Records, #000-11-82, 10/28/11
Solid Waste & Recycling Records, #000-12-18, 03/08/12
Warehouse & Supply Records, #000-12-35, 04/20/12

Several more retention schedules are being revised (or are slated 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 the available revised Retention & Disposition 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 a resolution.

ACTION OPTION:

Motion to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1788 adopting the revised Arizona State Library, Archives and Public Records Retention and Disposition Schedules, OR Motion not to approve Resolution No. 1788. VOTE.

RECOMMENDATION:

Staff recommends authorizing signature of Resolution No. 1788 adopting the revised ASLAPR Retention & Disposition Schedules

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.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____