

OFFICE OF THE CITY ADMINISTRATOR

Number: 223
Sections: 1 - 7
Effective Date: 4/11/91

SUBJECT: Records Retention Program

1. **Purpose.** To establish a consistent and uniform Records Retention Program and to provide a secure location for the storage of inactive records.
2. **Authority.** Charter of the City of Huntington Beach Section 401(h).
3. **Application.** This regulation applies to all city departments.
4. **Policy.** To provide the city with the means to review all their records and determine their operational, legal, fiscal, and historical value.
5. **Definitions.**
 - 5.1 City records - all paper, micro graphics, magnetic disks or tapes, and light source equipment that have operational, legal, fiscal, or historical value.
 - 5.2 Operational value - records with operational value are those needed to carry on the daily business of the organization.
 - 5.3 Legal value - records with legal value are those required to be kept by law or those which may be needed in case of litigation or government investigation.
 - 5.4 Fiscal value - Records with fiscal value are those which relate to the financial transactions of an organization; especially those required for audit or tax purposes.
 - 5.5 Historical value - records with historical value are those records with long-term value that document the organizations past events.
 - 5.6 Active record - a record that is regularly referenced or required for current use.
 - 5.7 Inactive record - a record that does not have to be readily available but which still must be retained per the records retention schedule.
 - 5.8 Vital record - a record necessary to continue the operation of an organization during a disaster or emergency, and/or immediately thereafter.
 - 5.9 Records Liaison - an individual or individuals, appointed by the department head, who have an extensive working knowledge of the records utilized by the department.

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6. **Responsibility.**

6.1 Records Manager

6.1.1 Will be responsible for managing and operating the Records Management Program including:

- a) Staffing and training of records personnel.
- b) Development of the Records Management Program budget per city policy.
- c) Maintain and operate the city records center.

6.1.2 Will have complete authority over all records related programs.

6.1.3 Will act as a consultant to all departments regarding records management and records related equipment.

6.2 City Attorney

6.2.1 Will aid and advise in the research of the Records Retention Schedule.

6.2.2 Is responsible for keeping the Records Manager apprised of any changes in legal requirements impacting the Records Retention Schedule or the Records Program in general.

6.3 Department Heads

6.3.1 Are responsible for all records under their jurisdiction that are impacted by the Records Retention Schedule to be boxed according to program procedure and moved (when required) in cooperation with Records Program staff.

6.3.2 Are responsible for appointing a member or members (depending on department size and logistical work areas) as "Records Liaison." Such persons need a knowledge of all records and records forms within their areas of responsibility.

6.4 Records Liaison

6.4.1 Is responsible for all coordination/cooperation between Records Program staff and the liaison's (work) area of responsibility (as defined by the department) including, but not limited to:

- a) Records inventory assistance. Both initial and periodic audits.
- b) Itemize and box records, as contents are to be moved from the immediate work area, in accordance with the Records Retention Schedule (annually).

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c) Are responsible for initiating record recovery from storage, either by departmental pick up or records staff delivery service.

7. Procedure.

7.1 The Records Retention Schedule defines life cycle of record thereby residence of record (use, active, inactive, etc.)

7.2 The department Liaison monitors departmental records as they go from active to inactive.

7.3 The department Liaison contacts Records staff for storage container delivery.

7.4 The Records Manager or staff provides the department with an approved storage container and a standardized inventory control form.

7.5 Liaison and/or designee will box contents and complete inventory form.

7.6 The department Liaison Coordinator and the Records Manager (or staff) review the inventory control form against actual inventory to ensure compatibility.

7.7 The department head and/or department designee releases records to the Records Manager and is given a copy of the inventory control form.

7.8 Only the Records Manager or staff shall place or accept records into the records center and only after the approved steps have been satisfactorily completed.

Michael T. Uberuaga, City Administrator

Date

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