

OFFICE OF THE CITY ADMINISTRATOR

Number: 224
Sections: 1 - 6
Effective Date: 4/11/91

SUBJECT: Records Retrieval

1. **Purpose.** To establish a process for retrieving documents from the City's Records Center.
2. **Authority.** Charter of the city of Huntington Beach Section 401(h).
3. **Application.** This regulation applies to all city departments.
4. **Policy.** This program provides all City departments with the ability to access their records stored by the city's Records Center.
5. **Responsibility.**
 - 5.1 Records Manager - It is the responsibility of the Records Manager to provide all requested records to the requesting department within a 24 hour period.
 - 5.2 Department Heads - It is the responsibility of the department head or designee receiving the records to return all original materials to the Records Manager.
6. **Procedures.**
 - 6.1 The department head provides a list of authorized personnel who may access departmental records stored at the Records Center.
 - 6.2 The department liaison submits a completed request form (see attachment) to access authorized records.
 - 6.3 Records Manager reviews and approves request (based on criteria) and provides requested records to authorized personnel in one of three scenarios, 1) onsite review, 2) offsite copy, 3) offsite original.
 - 6.4 Department liaison reviews records at the Records Center. If the department liaison(s) needs to remove from the Records Center any of their authorized records, the Records Manager will provide copies of the records to the department liaison. Removal of original documents from possession of the Records Management Program must be requested in writing and have the approval of the requesting department head and the Records Manager. When departmental records are required for legal litigation or audit a "Records Quarantine" will be placed on the original documents.

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6.5 A pre-determined time limit will be placed on all authorized documents removed from the Records Center. Once the time limit has expired, the Records Manager will contact the department liaison to request the return of all authorized documents. If the time limit allotted the department was not satisfactory, a second time limit can be requested through the Records Manager.

6.6 All documents accessed either onsite at the Records Center or offsite will be returned in their original form to the records management staff.

Michael T. Uberuaga, City Administrator

Date

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