

# Records Management Advisory Commission

March 14, 2018

# Commission Overview

- Purpose:

- Oversee the implementation of records management policies
- Oversee the implementation/revision of retention schedules and the transfer of inactive records to the City Clerk's Office's custody
- Facilitate communication between the City Clerk's Office and each City department on all records management issues

# Record Destruction Services

- Introduction to new vendor: Iron City Workplace Services
- Processes and Procedures
- Fee structure
- Contacts

# Initiative #1: Retention Scheduling

## ■ First drafts

- Record Series: group of related records filed/used together as a unit
  - Personnel file consisting of application, reference letters, etc.
- Format of records (i.e. electronic or paper) does not matter

## ■ Next Steps:

- Law review (approval/recommendations)
- Department Head approval
- City Council

# Initiative #1: Retention Scheduling

## Citywide General (GEN)

Schedule Number	Series Title	Description	Retention Period	Notes
GEN-01	Administrative and Subject Files	Series may include correspondence, forms, reports and other records created or received in the course of business. May also include communications on supply, maintenance and internal operations; correspondence of a transitory nature having no value after an action is completed; and general housekeeping records.	<p>(1) Records that summarize the origin and administration of major policies and programs:</p> <p style="text-align: center;"><b>PERMANENT</b></p> <p>(2) Routine correspondence and program files, and housekeeping records:</p> <p style="text-align: center;"><b>UNTIL OBSOLETE</b></p>	<p>(1) Transfer to City Archives when non-current.</p> <p>(2) Destroy when no longer useful.</p>
GEN-02	Contracts	<p>Series includes advertisements, instruction to bidders, specifications, bids and proposals, signed original contracts, leases or agreements, and other supporting work papers.</p> <p><i>Excludes contracts covered by department-specific schedules.</i></p>	<p>(1) Bids and proposals:</p> <p>If successful, <b>6 YEARS</b> after termination of contract; if unsuccessful, <b>3 YEARS</b> after job completion</p> <p>(2) Contracts and agreements:</p> <p style="text-align: center;"><b>6 YEARS</b> after termination</p>	
GEN-03	Grant Administration	Records documenting the administration of grant-funded projects or programs, including but not limited to applications, budgets, correspondence, and reports.	Final activity + <b>5 YEARS</b> or granting agency's requirement, whichever is longer.	

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# Initiative #2: Inactive records

- Inventory inactive records
- What do you want to do with them?
  - Retain offsite
  - Destroy
  - Archive

# “Going Paperless”

- Removing the creation of paper records from all business processes
  - U.S. Federal Records Administration goal by 2023
- Going paperless does not mean digitizing every piece of paper

# Digitization Projects

- General guidance
  - Do it—but be intentional
  - Should support/enhance business processes or access
  - Set priorities – project-based
  - Please reach out to Clerk's Office for support!
    - Scope of project
    - Outsourcing or in-house?
    - RFP creation/review