

Records Management Advisory Commission

August 30, 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 (if appropriate)
- Facilitate communication between the City Clerk's Office and each City department on all records management issues

Initial Considerations:

- What records does your office make/receive?
- How should we protect them?
- How long should we keep them?
- How do we destroy them?
- How do we preserve them?

Records Management Division Overview

- Purpose:
 - citywide records management policy, regulations, guidance and training
- Records Center
 - Records with long-term—but not necessarily permanent—retention
 - Destruction services
- Archives
 - Permanent records
 - Public access (research room)

Initiative #1: Retention Scheduling

- Use existing examples;
- ask each rep to send list of record series that prove that they do what they say they do.
- Format doesn't matter

Initiative #2: Inactive records

- Identify inactive records
- What do you want to do with them?
 - Keep offsite at Records Center → coordinate with Clerk's Office asap
 - Destroy → coordinate destruction with Clerk's Office (early 2019)
 - Archive → coordinate with Clerk's Office asap