Records Management Advisory Commission
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)
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