



City of Medford
Administrative Regulation

Regulation No.: 94-5-R3
Page: 1 of 2
Subject Area: Records
Effective Date: July 6, 2000
Supersedes: 94-5-R2 08/05/09

Title: Records Management

I. PURPOSE

Purpose of the Administrative Regulation is to establish a records management program for the City of Medford to ensure orderly retention and destruction of all public records.

II. AUTHORITY

The City Recorder is designated the City's Records Officer in accordance with OAR 166-30-016. The City Records Officer is responsible for organizing and coordinating public records scheduling, retention, storage and destruction.

A public record is defined as a document, book, paper, photograph, file, sound recording, machine readable electronic record or other material, such as court files, mortgage and deed records, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use.

Oregon Administrative Rule 166-30-027, authorizes destruction of public records by local agencies which have met the terms and conditions of their scheduled retention period. Cities shall follow the minimum retention schedules developed by the Archives Division of the Secretary of State; however a city may retain records longer if required to fulfill the individual city's business, legal or historic needs. The State encourages cities to adequately document their policies and activities to ensure continuation of government and open and efficient conduct of the public's business. However, it also encourages cities to promptly dispose of valueless documentation in order to reduce costs while preserving and managing that documentation which has continuing value for the administration of government.

III. DESIGNATION OF DEPARTMENT RECORDS OFFICER

Each city department shall appoint at least one department records officer to coordinate records schedule changes and procedures with the City Records Officer. This person will ensure that the department's copy of the State of Oregon adopted Oregon Administrative Rule 166-200-et seq., "City Records Retention Schedule" is current and reflects any locally developed special schedules. The City Records Officer will work with the department records officer to advise them of the procedure to follow. The City Records Officer

will inform and advise each department on which department shall maintain and be responsible for specific classes of documents.

IV. DESTRUCTION OF RECORDS

The City Records Officer will develop a procedure to maintain and monitor the destruction of records. Each department will retain and become familiar with the State of Oregon "City Records Retention Schedule." This includes any special schedules indicating special retention requirement exemptions.

Using this schedule will identify records that are retained beyond their minimum retention period and eligible for destruction. The City Records Officer shall prescribe a form to be used as a "certificate of records authorized to be destroyed." This form is to be completed by the responsible department and approved by the City Records Officer prior to destruction of the records. The original certificate shall be filed permanently with the City Records Officer and a copy shall be returned to the department whose records have been destroyed.

V. DISASTER PLANNING

The City Records Officer will develop a disaster plan for the City of Medford records to include a recovery system. It will be determined which vital records contain the information needed to continue or re-establish the city's operation following a disaster. A survey will be conducted to determine the potential hazards to city records and correct as many as possible by making modifications or repairs to limit the consequences of a disaster. Protective measures will be taken by reviewing duplication, off-site or remote storage, or on-site secure storage. The staff will be trained in emergency procedures and a recovery process to resume normal operations following a disaster and train and coordinate a disaster recovery team.

Approved:

/s/ Michael Dyal
Michael Dyal, City Manager

6/19/00
Date