

MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

TO: CAPRA File for Standard 3.6 – Records Management Policy and Procedure
FROM: Beverly Power, Customer Service Supervisor
SUBJECT: Review of CAPRA 3.6 – Records Management Policy and Procedure
and City Administrative Regulation 94-5-R3
DATE: March 14, 2016

A verbal review of 3.6 – *Records Management Policy and Procedure was completed at the CAPRA Team meeting on 3/27/16, which was attended by Department Supervisory staff.

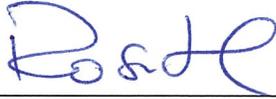
Changes to the standard were as follows:

Inserted staff title with department responsibility for record retention
Updated Oregon Revised Statute 192 to 2014 version as provided by the State of Oregon
Updated Retention Schedule to 2014 version as provided by the City Recorder's Office

A Copy of the review and meeting agenda is attached.

Staff Name: Beverly Power
Title: Customer Service Supervisor

* Review included City Administrative Regulation 94-5-R3 entitled Records Management

APPROVED: 
Rich Rosenthal, Interim Director



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CAPRA Team Meeting AGENDA

January 27, 2016
3:00 pm
Santo Community Center

1. Review CAPRA Items:

- Brian: 2.1 Overall Planning Function within Agency
1.6 Policies, Rules, Regulations and Operational Procedures
1.7 Agency Relationships
1.7.1 Operational Coordination and Cooperation Agreements
4.1.1 Code of Ethics
4.1.10 Promotion
4.3 Job Analyses for Job Description
4.4.1 Leadership Succession Procedure
5.1.1 Comprehensive Revenue Policy
5.1.2 Agency Acceptance of Gifts and Donations
5.1.3 Grants Procedures
5.1.4 Private, Corporation and Non-Profit Support Procedures
5.2 Fiscal Management Procedures
5.2.1 Authority and Responsibility for Fiscal Management
5.5.1 Supplemental/Emergency Appropriations Procedures
8.6 Emergency Management Planning
9.3 ADA Compliance and Face-to-Face Resolution
- Bev: 1.1.1 Approving Authority/Policy Body
3.6 Records Management Policy and Procedure
3.6.1 Records Disaster Mitigation and Recovery Plan and Procedures
4.7 Volunteer Management
4.7.2 Volunteer Recruitment, Selection, Orientation, Training and Retention
- Sue: 1.4 Mission
4.1 Personnel Policies and Procedures Manual
4.1.12 Grievance Procedures



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