

ORDINANCE NO. 425

AN ORDINANCE RELATING TO RECORDS OF THE CITY OF CANBY; PROVIDING FOR THEIR RETENTION; AND PRESCRIBING TIME PERIODS.

WHEREAS certain records of the City of Canby have permanent value due to historical, statistical, legal, financial or unique considerations; and certain records have value for varying periods of time but do not need to be kept permanently, and

WHEREAS a guide is needed by the City Officers to determine which records must be retained, and for how long, and whereas no guide is available, now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1: City officers for the City of Canby shall be required to keep the following records or records of a similar nature, for the period set forth below:

A. Records to be retained permanently:

Annexation files
Annual reports
Assessment district files
Audit reports
Cash receipts journals
Certificates of records destroyed
Check registers
Council minutes and resolutions
Deeds and property files
Engineers and surveyors field notes
Foreclosure and sale files
General journals
General ledgers
Lien docketts (bonds and unbonded)
Master maps, (water, sewer and street, etc.)
Copy of published budget for each period
Original ordinances
Municipal building plans
Police department arrest reports
Vacation and dedication files
Water production records
Cemetery records

B. Records to be retained for seven (7) years

Building permits
Budget ledgers
Official oaths of office
Employees' earnings and withholding records
Monthly time sheets
Miscellaneous correspondence
Master ledger records
Tax and withholding reports

C. Records to be retained five (5) years

Cancelled checks
Water and Electricity users' records
Committee reports
Monthly payroll records
Records of bids on equipment, etc.,
Redeemed bonds and interest coupons
Water and electricity department meter books
Water and electricity department new service orders
Water ledger records
Election records
Police department citations
Sewer permits
Employees' sick and vacation records

Section 2: That the retention period provided in the foregoing Section 1 of this Ordinance shall be calculated from the end of the period covered by the record involved: for example, contracts shall be retained for seven years after expiration or cancellation; correspondence, where possible, shall be kept for the period prescribed for the item to which it relates; and when possible a small sampling or selection of records not kept permanently shall be taken for permanent preservation before the records to which they relate are destroyed.

Section 3: Whenever any officer of the City has accumulated records that have been retained beyond the length of time prescribed in this Ordinance he shall describe and list such records on a form entitled "Certificate of Records Authorized to be Destroyed". This Certificate shall have the signed approval of the Mayor, the City Attorney and the Department Head to whose department the records to be destroyed relate, after which the records described thereon may be destroyed and without further action of the City Council being required. Such certificate shall be filed in the office of the City Recorder and retained permanently for the City's files. The certificate shall be substantially in the following form:

CERTIFICATE OF RECORDS AUTHORIZED TO BE DESTROYED

I hereby certify that the below described records have been retained longer than the period required by Ordinance, and are no longer of any particular value to the City of Canby.

(Description of the Records)

Certified to this ___ day of _____.

Approved by:

Department Head:

Mayor

City Attorney

Section 4: All Ordinances or parts of Ordinances in conflict herewith be, and the same are hereby, repealed.

Passed on its first reading at a regular meeting of the Council for the City of Canby this 6th day of July, 1959; ordered posted at full length for a period of two calendar weeks as provided by the Canby City Charter, and to come up for final reading and action of the Council at a regular meeting thereof to be held on the 3rd day of August, 1959 at 8:00 o'clock p.m. Oregon Standard Time in the Canby City Hall.

Geo. W. Irwin
George W. Irwin - Mayor

ATTEST:

F. G. Lawrence
F. G. Lawrence - City Recorder

Passed on final reading this 3rd day of August, 1959 by the following vote: Yeas 5; Nays 0.

Submitted to the Mayor this 3rd day of August, 1959 and approved by the Mayor this 3rd day of August, 1959.

Geo. W. Irwin
George W. Irwin - Mayor

ATTEST:

F. G. Lawrence
F. G. Lawrence - City Recorder