

ORDINANCE NO. 573 -O

ORDINANCE OF THE CITY OF TROUTDALE RELATING TO THE RETENTION AND DESTRUCTION OF PUBLIC RECORDS, APPOINTING THE CITY RECORDER AS THE RECORDS OFFICER; PROVIDING FOR A RECORDS RETENTION SCHEDULE AND PROGRAM; PROVIDING FOR ADMINISTRATION AND ENFORCEMENT THEREOF; AND DECLARING AN EMERGENCY.

WHEREAS, The Oregon Legislative Assembly, in recognition of the need of Oregon cities to properly retain public records, provide storage facilities for long term preservation, and follow a records retention schedule for timely destruction of public documents which are not to be retained on a permanent basis; and

WHEREAS, among the conditions set forth in said legislation [ORS 192.105 (2)(a)], each state agency and political subdivision shall designate a record's officer to coordinate its records management program and to serve as liaison with the State Archivist, the City Recorder is hereby designated as the record's officer for the City of Troutdale. The record's officer shall have the duty:

- a] To create, maintain, monitor and update the city-wide records retention schedule through coordination with the State Archivist and department supervisors;
- b] To create a records management manual providing for proper records handling, retention and storage for all city departments;
- c] To review requests for new records equipment;
- d] To assist in establishing storage facilities;
- e] To keep updated on records law and procedures in order to implement required procedures and/or educate staff regarding record retention; and
- f] Report to the State Archivist regarding the records management program as required.

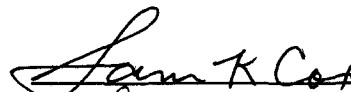
NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THAT:

Section 1. It is in the best interest of the City to have a records officer and records management program, and does hereby, by this Ordinance, state such intent and election to do so participate in the records management program as defined by the State Archivist.

Section 2. This act being necessary for the immediate preservation of the public peace, health and safety, an emergency is hereby declared to exist and this ordinance shall be in full force and effect from and after the day of this passage.

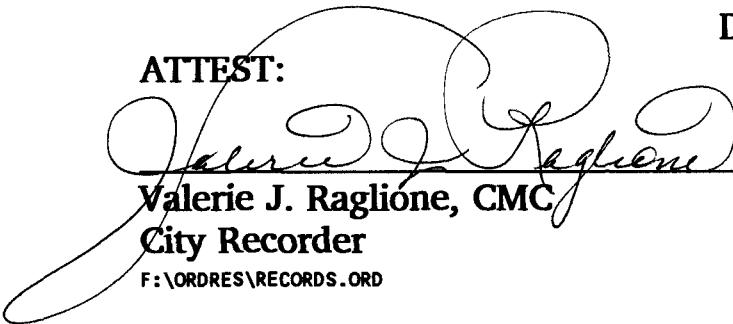
**PASSED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THIS
10th DAY OF DECEMBER, 1991.**

YEAS: 6
NAYS: 0
ABSTAINED: 0



Sam K. Cox, Mayor
Dated: December 10, 1991

ATTEST:



Valerie J. Raglione, CMC
City Recorder
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