

City of Sherwood, Oregon

ORDINANCE NO. 92-942

AN ORDINANCE RELATING TO THE RETENTION AND DESTRUCTION OF PUBLIC RECORDS, APPOINTING THE CITY RECORDER AS THE RECORD'S OFFICER; PROVIDING FOR A RECORD'S 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 record's retention schedule for timely destruction of public documents which are not to be retained on a permanent basis; and

WHEREAS, ORS 192.105 requires that 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.

NOW THEREFORE, THE CITY ORDAINS AS FOLLOWS:

Section 1. The City Recorder is hereby designated as the record's officer for the City of Sherwood. The records 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

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- f) Report to the State Archivist regarding the records management program as required.

Section 2. Now, Therefore, the Sherwood City Council meeting in duly and regularly constituted session, does hereby find and determine that it is in the best interests 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 3. 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.

Duly passed by the City Council this 12th day of February, 1992.

Approved by the Mayor this
12th day of February, 1992.

Rick A. Hohnbaum
Rick A. Hohnbaum, Mayor

Attest:

Polly Blankenbaker
Polly Blankenbaker, City Recorder

	AYE	NAY
Birchill	<u>✓</u>	_____
Boyle	<u>✓</u>	_____
Hohnbaum	<u>✓</u>	_____
Hitchcock	<u>✓</u>	_____
Kennedy	<u>✓</u>	_____