

Records Retention and Disposal

3.3.3

PURPOSE

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by the City or are of no value are discarded at the proper time, also it outlines the correct procedure for disposing of different types of records

POLICY

The City has a resolution in place which comprehensively outlines the timescales for record retention. This can be found by reviewing Resolution No. 7576 (link below).

PROCEDURE

- Review [Resolution No. 6576](#) which specifically outlines the time frame for holding different types of documents.
- If it is determined that documents are able to be disposed, there is a requirement to submit a 'Request to Destroy Public Records' form found on the 'J' Drive [J:\Forms\Destroy Public Records\Form - Request to Destroy Public Record](#) which must be approved by the City Attorney and Mayor who will agree or decline the application to destroy.
- If the material is an audio-video tape, please review the following form: [J:\FORMS\Destroy Public Records\Form - Destroy Audio-Video Tapes and Certification.doc](#)
- If it is determined that the records can be destroyed a staff report must be created which includes a resolution to destroy the records. The staff report and resolution should then be included on the appropriate agenda (see 3.3.5 of this manual for instructions on how to submit an agenda item)
- Should you require a resolution number, or if you are uncertain about whether or not records can be destroyed, please contact the Management Analyst on (909) 335-4732