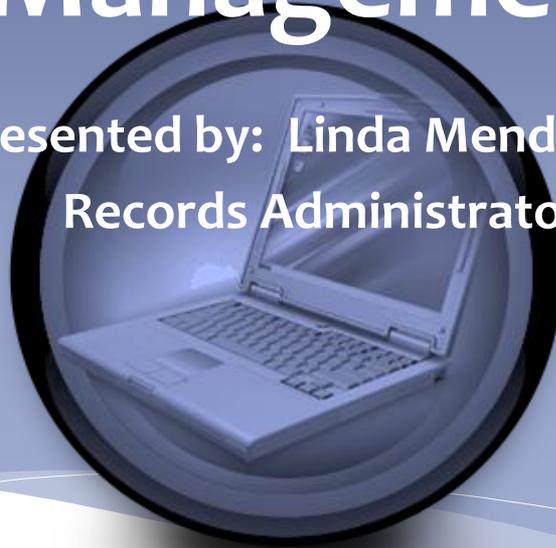


Records and Information Management

Presented by: Linda Mendenhall
Records Administrator



Objectives of Training

When you leave this class you will be able to:

- * Understand the importance of a records program
- * Read a retention Schedule
- * Locate important records information
- * Understand the Email project



Agenda

- * Review the Policy
- * Basic Records Management Principles
- * Outlook
- * Email project

Purpose of the Policy?

- * To comply with our Statutory Requirement ARS §41-151.14
- * To document how we manage our records
- * To have a consistent approach to records management

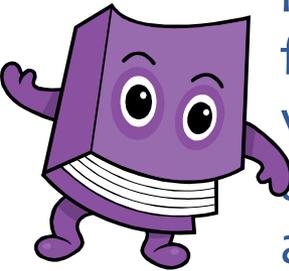
Policy Statement

- * All records created or received by officials, employees, or representatives of the City in the performance of their duties are the property of the State and shall be managed according to this policy and the provisions set forth in the Records and Information Management Program Manual.
- * Records will be preserved and appropriate safeguards implemented to protect the city from illegal removal, loss or destruction of records.
- * Records that have met their retention are disposed in accordance with procedures outlined in the Records and Information Management Program Manual.

Definitions



* Records – ARS 41-151. 18...all books, papers, maps, photographs or any other materials regardless of physical format made or received by the city in the pursuance of law or in the transaction of government business.



* Valuable Asset – information is a resource with the same importance as other resources such as people, money, facilities. Therefore they need to be managed as a valuable asset. Appropriate records management is a vital aspect of maintaining and enhancing the value of this asset.

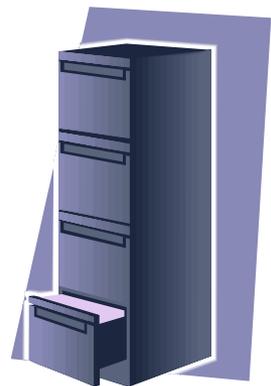


Applicability to employees

- * City employees who create and/or receive records in the transaction of public business regardless of format.
- * Records are subject to Public Records Laws and legal discovery.
- * Employees who violate this policy may face disciplinary action up to and including termination.

Applicability to Records

- * All documents meeting the criteria of a record will be retained for the approved retention period.
- * All documents meeting the criteria of a record will be maintained properly and securely.
- * Emails that are public record shall contain sufficient information to ensure that they are properly contextualized and that they are meaningful and accessible over time.



Authority

- * Arizona Revised Statute A.R.S. §41-151-14
- * Arizona Revised Statute A.R.S. §41-151-19
- * Arizona Revised Statute A.R.S. §39-101
- * Arizona Revised Statute A.R.S. §13-2407



Roles and Responsibilities

* Employees

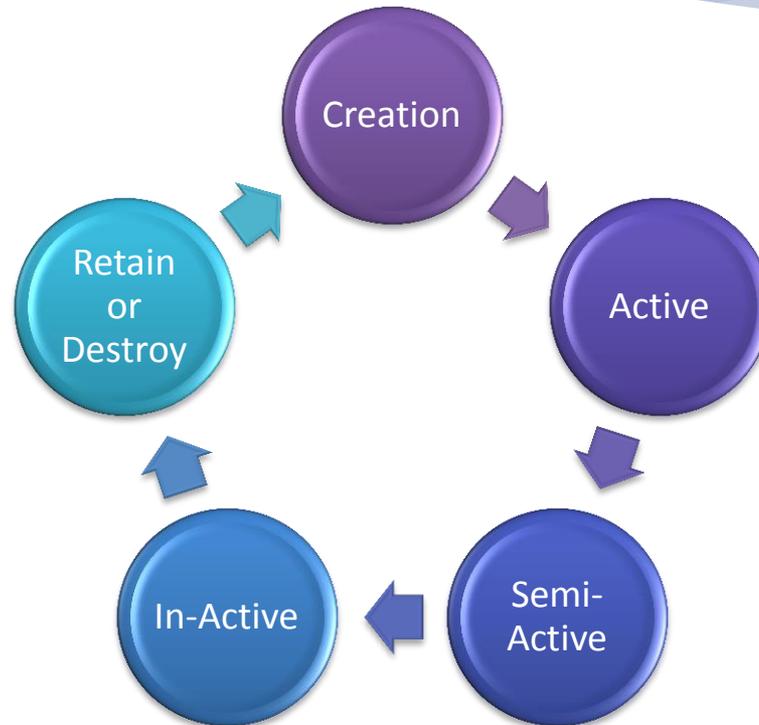
- * Read and adhere to the Records Management Policy and Records and Information Management Program Manual.
- * Manage records entrusted to you with care.
- * Evaluate information determining if it meets the definition of a record or not and file it in accordance with procedures for paper or electronic records.
- * Participate in Records Purge Days.
- * Notify Records Administrator if they foresee impending litigation.
- * Be aware of who the Records Management Officer is for your Department.
- * Handle confidential or sensitive materials with care and protection.

Records Management Basics

- * Lifecycle of a Record
- * Records Retention and Disposition Schedule
- * Disposition of Record



Lifecycle of a Record



Records Retention and Disposition

PART	CHAPTER	PAGE	DATE
TWO	5	11	10/01

RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 5

ALL ARIZONA MUNICIPALITIES		Function: Clerk, Municipal				
<small>Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.</small>						
No.	RECORD SERIES	R.S.	RETENTION (YR.)		REMARKS (Include start point of retention.)	
		Code	Off.	R.C. Total		
1	Minutes of council meetings including agendas		-	-	Perm	Preserve pursuant to A.R.S. §39-101
2	Minutes of council executive sessions (confidential)		-	-	3	After date of the meeting (recommend not audio or video recording)
3	Minutes of meetings of other decision making bodies		-	-	Perm	Preserve pursuant to A.R.S. §39-101
4	Minutes of meetings of advisory or study committees (non-decision making bodies)		-	-	3	After calendar year prepared
5	Audio and video recordings of open meetings:					
	a. Council meetings		-	-	3mo	After minutes are transcribed and accepted
	b. Other meetings with transcribed minutes		-	-	3mo	After minutes are transcribed and accepted
	c. Other meetings where the recording is considered the minutes				3	After date of the meeting
6	Council Packets		-	-	-	After administrative value is served
7	Meeting notices		-	-	2	After date of meeting
8	Mayor's annual speech or report to council		-	-	Perm	Preserve pursuant to A.R.S. §39-101
9	Ordinances (municipal codes)		-	-	Perm	Preserve pursuant to A.R.S. §39-101
10	Resolutions		-	-	Perm	Preserve pursuant to A.R.S. §39-101
11	Proclamations		-	-	2	After issued
12	Charter, amendments and incorporation files		-	-	Perm	Preserve pursuant to A.R.S. §39-101
Supersedes Schedule Dated: September 15, 1999						
Approved by: X <i>Christina M. Wells</i> Director, Arizona State Library, Archives and Public Records					Approval Date: OCT 10 2001	

Disposition

- * Retain or Destroy, that is the question!
- * Retain – Send to storage
- * Destroy – fill out appropriate paperwork



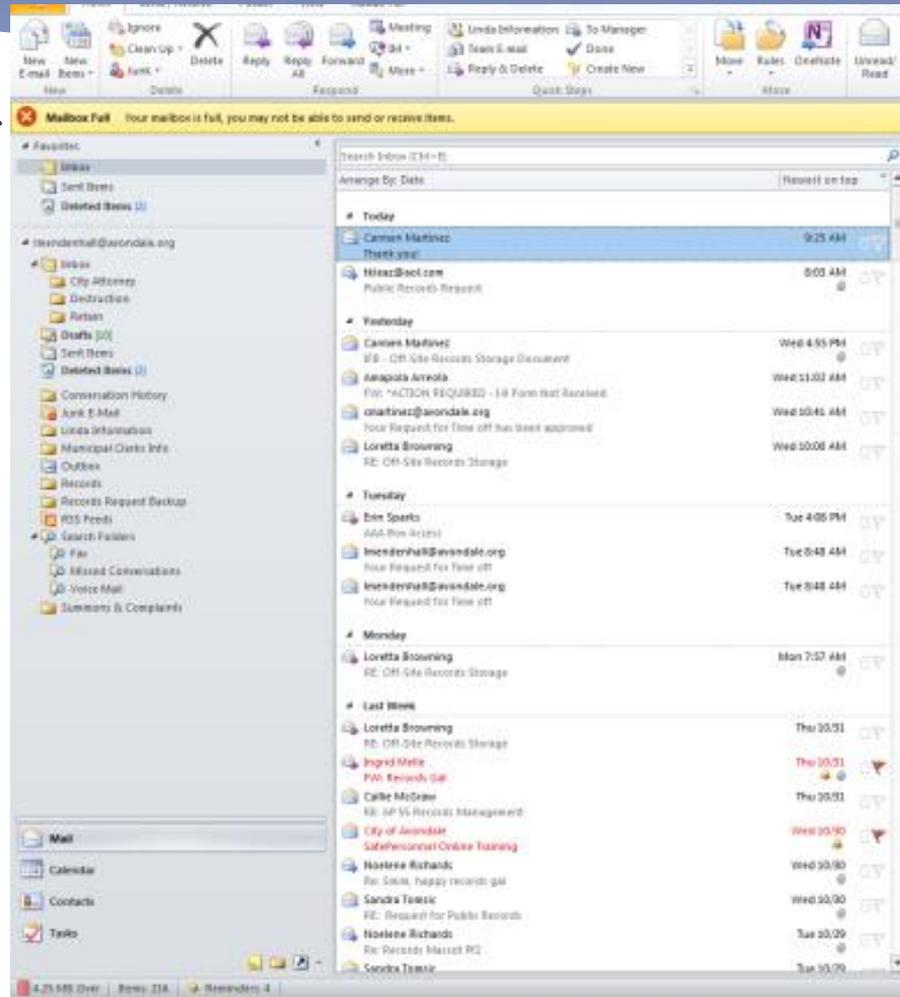
Outlook

- * Outlook
 - * In/sent box – 1 year retention
 - * Deleted Items Box – 30 days
 - * Voice Mail – 30 days
 - * Voice to Text – non record
 - * Calendar – 1 year



Mail box
full

Email



Email Project

- * One year – In/Sent Box
- * First Phase
 - * 7 years and older – January 31, 2014
 - * 5 years and older – April 30, 2014
 - * 3 years and older – August 31, 2014
 - * 1 year and older – January 31, 2015 ***Goal Achieved***

Things to remember - Email

- * Handle it once if at all possible
- * Don't use all caps
- * CC – is just that a carbon copy
- * It is a public record



Resources

- * Linda Mendenhall, Records Administrator

623-333-1222

lmendenhall@avondale.org

- * Clerk's Office ACES Site

Shredding Service Provider

- * ACCESS

623-478-9393

5 S. 84th Avenue, Suite A

Tolleson, AZ 85353

Questions?

