



# ADMINISTRATIVE REGULATION

Office of the City Manager

<b>Number</b>	<b>AR 222</b>
<b>Sections</b>	<b>1-7</b>
<b>Effective Date</b>	<b>August 2016</b>
<b>Responsible Department</b>	<b>City Clerk</b>
<b>Review Date</b>	<b>August 2021</b>

**SUBJECT: *Records Management Program***

1. **Purpose:** To formally document a decentralized Records Management Program adopted by the City Council in 2002, including a Records Manual and Records Retention Guidelines, to provide structure and procedure for the responsible and systematic handling of City records.
2. **Authority:** City of Huntington Beach Charter Section 401(h)
3. **Application:** The regulation shall apply to all City departments.
4. **Policy:** Formally adopted by the City Council in 2002, the Records Management Program that includes a Records Manual and Records Retention Guidelines provides general information on organizational responsibilities related to record keeping, references sections of the California Government Code and other legal authorities, provides records retention schedules (citywide, and by department), defines types of public/vital records, filing procedures, equipment and storage, provides measures related to disaster recovery, and, provides a records destruction/disposal process for the City's record keeping process that remains decentralized.
5. **Procedure:**
  - 5.1 The City Attorney, City Clerk, City Manager, Chief Information Officer, Department Heads and Records Liaisons shall be knowledgeable of Council-adopted policy, and will take necessary steps to ensure compliance to ensure effective and legally proficient management of City records.
  - 5.2 The City Clerk shall contract with a reputable Records Management Consultant who will work together with the Clerk and Records Liaisons to annually update the Records Manual and Retention Guidelines.
  - 5.3 The City Attorney, City Clerk, City Manager and Department Heads shall review and approve all changes recommended by Records Liaisons and/or Records Management Consultant.
  - 5.4 The City Clerk shall receive departmental changes incorporated by the Records Management Consultant into a final, revised version of the Retention Guidelines, distribute to staff, and update the Records Manual and Records Retention Guidelines posted on the City's Intranet.

## 6. Responsibility:

### 6.1 City Attorney:

- Shall prepare and approve as to form all necessary resolutions pertaining to the Records Management Program and/or Records Retention Guidelines.
- Shall advise appropriate follow-up for records requests received under the Public Records Act (PRA) to ensure compliance and prevent dissemination of confidential records.
- Shall consent to the disposition of City records in compliance with local, State or Federal laws or statutes.
- Shall identify any record(s) (regardless of department) pertaining to any pending legal action.
- Shall apprise the City Manager, City Clerk and Chief Information Officer of any changes in legal requirements impacting the Records Management Program policy.

### 6.2 City Clerk:

- Shall be knowledgeable of California Public Records Act guidelines.
- Shall contract with a reputable Records Management Consultant to:
  - Conduct a legal review and annual update of the Records Manual and/or Records Retention Guidelines;
  - When necessary, conduct training of City Records Liaisons;
  - At a department's request, perform periodic audits for the purpose of monitoring policy and procedure adherence, or assist in identifying records outside of their retention period that need to be purged.
  - Address general records management inquiries by departments.
- Shall implement annual updates.

### 6.3 City Manager:

- Shall be knowledgeable of California Public Records Act guidelines.
- Shall provide oversight of the Records Management Program managed by individual department heads in conjunction with existing policy adopted by the City Council.

### 6.4 Chief Information Officer

- Shall be knowledgeable of California Public Records Act guidelines.
- Shall provide oversight of all technical equipment and/or applications necessary to safely and efficiently manage/store records identified in the Council-adopted Records Retention Guidelines.

### 6.5 Department Heads

- Shall be knowledgeable of California Public Records Act guidelines.

- Shall be responsible for all records under their jurisdiction that are identified in the Council-adopted Records Retention Guidelines.
- Shall be responsible to dedicate necessary equipment and resources for the safe and efficient storage and maintenance of all records under their jurisdiction.
- Shall be responsible for appointing a member or members (depending on department size and logistical work areas) as "Records Liaison."
- Shall consent to the disposition of City records in compliance with local, State or Federal laws or statutes.

#### 6.6 Records Liaison

- Shall be knowledgeable of California Public Records Act guidelines.
- Shall be knowledgeable of the Records Management Program including Records Manual and Records Retention Guidelines in place at the time of appointment.
- Shall coordinate/cooperate with department staff to manage departmental records inventory including, but not limited to, naming convention, quality of file content, records disposition (active/inactive), records destruction requests, and reporting of technical issues that impair daily operations in delivery of information to the public.

### 7. Terms:

**Confidential Records:** Records considered exempt from disclosure under the Public Records Act.

**Media Options** (form of the record):

Mag=Computer Magnetic Media (hard drive, disks, tapes, USB drives, thumb drives, etc.

Mfr=Microforms (aperture cards, microfilm, microfiche, or jackets)

Ppr=Paper

OD=Optical Disk, CD-r, DVD-r, WORM, or other media which does not allow changes

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Office of Record (OFR):** The department that keeps the original or "record copy." Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

**PRA:** California Public Records Act (**California Government Code sections 6250-6276.48**) states that all public records in California are open to inspection and copying by anyone.

**Retention/Disposition:**

**Active:** How long the file remains in the immediate office area (*guideline*).

**Inactive:** How long the file is in off-site storage, stored on unalterable media / optical disk or microforms (*guideline*).

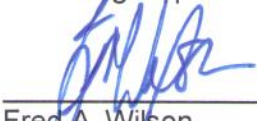
**Total Retention:** The total number of years the record will be retained.

**Transitory Records:** Records not retained in the ordinary course of business (preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value – examples: telephone messages meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

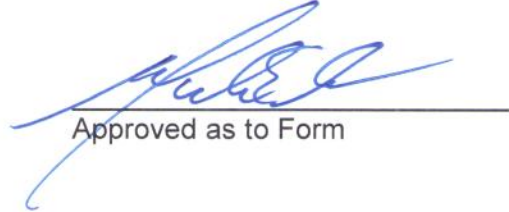
**Vital Records:** Records needed for basic operations in the event of a disaster.



Initiating Department Head



Fred A. Wilson  
City Manager



Approved as to Form