



CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.19
TO: All Dublin Employees
FROM: Terry Foegler, City Manager
SUBJECT: Records Management
DATE: January 4, 2010
Administrative Order 1.19 was originated on 10/03/95.

I. PURPOSE AND INTENT

The Ohio Revised Code section 149.39 requires that each municipal corporation create a Records Commission. The functions of the commission shall be to provide rules for retention and disposal of records of the municipal corporation and to review applications for one-time records disposal and schedules of records retention and disposition submitted by municipal offices. The commission may at any time review any schedule it has previously approved, and for good cause shown may revise that schedule.

In addition, the Ohio Revised Code section 149.351 (A) states that all records are the property of the public office concerned and shall not be removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the records commission provided under section 149.39 of the Revised Code. Furthermore, (B) Any person who is aggrieved by the removal, destruction, mutilation, or transfer of, or by other damage to or disposition of a record in violation of division of this section, or by threat of such removal, destruction, mutilation, transfer, or other damage to or disposition of such a record, may commence either or both of the following in the court of common pleas of the county in which division of this section allegedly was violated or is threaten to be violated:

- (1) A civil action for injunctive relief to compel compliance with division of this section, and to obtain an award of the reasonable attorney fees incurred by the person in the civil action:

- (2) A civil action to recover forfeiture in the amount of one thousand dollars for each violation, and to obtain an award of the reasonable attorney fees incurred by the person in the civil action.

The purpose of this Administrative Order is to establish a City-wide records management program to administer the guidelines established by the Records Commission for the City of Dublin thus ensuring that time and money are not wasted maintaining unnecessary or duplicate records, while at the same time preserving the rights and heritage of Dublin residents.

II. POLICY

It is the policy of the City of Dublin to comply fully with the provisions outlined in the Ohio Revised Code therefore, effective immediately each Department/Division shall appoint a records officer to establish, maintain and update the retention schedule for their Department/Division as approved by the Records Commission for the City of Dublin, the Auditor of State and the Ohio Historical Society. Furthermore, each Department/Division shall be responsible for establishing routine time periods (yearly, bi-yearly, quarterly, etc.) for the destruction of City records according to the retention time identified on the retention schedule. All records shall be destroyed through the records management staff as outlined by Section 149.39 of the Ohio Revised Code.

The City's records management program has established alternative methods for storing inactive records to ensure that records are only retained as long as they are needed, to eliminate storage space problems and to ensure the preservation of archival records.

- A. Central Storage: The City has established both an on-site and an off-site central storage facility for inactive city documents. Retrieval response time includes; RUSH delivery (1 hour), same day delivery, and next day delivery. On-site central storage is recommended for records with a retention period of one year to twenty years. Off-site central storage is recommended for records with a retention period of twenty years or more, records of historical importance, back-up tapes, and original microfilm.
- B. Micrographics: In the State of Ohio, microfilm is the only micrographic technology acceptable for maintaining and storing permanent records because it does not deteriorate over long periods of time. Microfilm effectively preserves information contained in records that are in poor physical condition, provides security copies of historical records and reduces storage space problems for inactive records. Each Department/Division shall be responsible for the following:

- Identifying the permanent records series included on the retention schedule for their specific Department/Division;
- Identifying the inactive records to be microfilmed;
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- Notifying the records manager of said records;
- Working in conjunction with the records manager and the microfilm vendor to properly film said records;
- Once microfilmed, and the quality control checks are completed, submitting the original paper documents for destruction unless said documents have been identified as having a historical value, in which case said documents shall be transferred to an off-site central storage facility for proper preservation.

III. THE ROLE OF THE RECORDS MANAGER

The role of the records manager is to serve as the designee of the City Manager to ensure that the City is in compliance with the provisions outlined in the Ohio Revised Code, to assist each Department/Division in all aspects of records management and to report issues of non-compliance on the part of any particular Department/Division to the City Manager.

In order to ensure compliance with the requirements of the Ohio Revised Code, the Court Administrator is hereby designated as the records manager for the City of Dublin. The records manager shall function with broad discretion under the authority of the City Manager to ensure that City Records are properly created, maintained, and destroyed.