

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 3.07

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 01/16/14

**SUBJECT: RECORDS MANAGEMENT PROGRAM
CITY CLERK'S OFFICE**

**SUPERCEDES: 11-01-05
REVIEWED: 01/16/14**

I. PURPOSE

This regulation is to establish a records management program with procedures for the efficient and economical creation, distribution, maintenance, use, preservation and disposition of City records.

The Virginia Public Records Act, Section 42.1 of the Code of Virginia (Title 82) vests the records management function of state and local government in the State Library Board. This act authorizes the State Library Board to regulate and manage the preservation, filing, microfilming and destruction of public records of all agencies. The City's Records Management Program is designed to be in compliance with this act.

II. PROCEDURES

- A. **DEFINITION OF CITY RECORDS.** All written books, papers, letters, documents, e-mails, photographs, tapes, microfiche, microfilm, computer disks, Photostats, sound recordings, maps, other documentary materials or information in any recording medium regardless of physical form or characteristics, including computers, made or received in pursuance of law or in connection with the transaction of public business by any office or department of City government.

Non-record materials, meaning reference books and exhibit materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks or publications, shall not be included within the definition of City records as used in this administrative regulation.

- B. **CITY RECORDS DECLARED PUBLIC PROPERTY.** All City records as defined in Section II, A, of this administrative regulation are hereby declared to be the property of the City of Chesapeake. No City official or employee has, by virtue of their position, any personal or property right to such records.

Any custodian of any public records shall, at the expiration of the term of office, appointment or employment, deliver to a successor, or if there be none, to the City Clerk's Office, all books, writings, letters, documents, public records, or other information, recorded on any medium kept or received in the transaction of official business.

- C. **POSITION OF RECORDS OFFICER:** The City Clerk or designee shall serve as the City Records Officer when designated by the City Manager. If the City Manager does not designate the City Clerk or designee as the City Records Officer, it shall be the responsibility of each Department Head to implement the policies & procedures for a comprehensive records management program for his/her department as approved by the City Manager.
- D. **RESPONSIBILITIES OF DEPARTMENT HEADS:** It shall be the duty of all Department Heads to cooperate with the Records Officer, in implementing the provisions of the records management program. In the absence of a City Records Officer, the responsibility for implementing the provisions of an approved comprehensive records management program falls to each Department Head. Nothing in this administrative regulation shall be construed to compel the removal of records from the custody of the Department Head when such records are deemed necessary by the Department Head in the performance of statutory duties or in the administration of his/her department.

Each Department Head shall designate from staff a Records Coordinator. The Records Coordinator shall report directly to the Department Head and shall be responsible for coordinating the records management program for their office or department. The Records Coordinator shall work with the Records Officer (if there is one) in ensuring that the provisions of this administrative regulation are complied with by departmental or office personnel. The Records Coordinator shall monitor compliance with the terms of records retention and disposition schedules for departmental records. In the absence of a City Records Officer, Department Records Coordinators can contact the City Clerk's Office for assistance.

- E. **RECORDS MANAGEMENT PROGRAM.** The program is designed to meet the recordkeeping needs of the City departments by providing consulting and support services for the efficient management of City records, based on their administrative, legal, fiscal, and historical values. In the absence of a City Records Officer, the City Clerk's Office will provide assistance to City Departments to answer questions, sign destruction forms, and provide any other assistance needed to Departments to be compliant with the City's Records Management Program.

III. OBJECTIVES: The Records Management Program objectives are to:

1. Receive and implement standards from the Library of Virginia to control, retain, preserve and/or destroy public records of state and local agencies.
2. Identify City archival records and insure their storage in facilities meeting accepting standards for the preservation of permanent records.
3. Provide storage for disposable records of City departments.
4. Provide through the Library of Virginia a security microfilm service for the permanent records of City departments.

5. Coordinate with Library of Virginia to provide records management consulting services to City departments, including, but not limited to the areas of:
 - a. Records system design including creation and maintenance
 - b. Records equipment
 - c. Records inventorying
 - d. Records retention and disposition
 - e. Records preservation



James E. Baker, City Manager

1/16/14

Date