Sec. 2-81. City Clerk; Records and Information Management.

(a) The Director of the Department of the City Clerk or designee shall administer the Records Management Program for the City. The program shall encompass such areas of records management to preserve and keep in order all books, papers, documents, records and files of the City Council, charter officers and departments to achieve the following goals:

(1) Release space and reduce the need for storage and filing equipment.

(2) Establish an efficient records and information retrieval operation for both active and inactive municipal records.

(3) Establish procedures for the purchase and acquisition of records and information equipment used for the keeping of data and records to ensure conformity with the requirements of the state.

(4) Maintain security over municipal records.

(5) Development of a retention and disposition schedule for municipal records.

(6) Operate a municipal records center to store and preserve active and inactive records prior to disposition.

(b) The Director of the Department of the City Clerk, or designee shall exercise all powers and duties granted to the head of a local agency by the Arizona Department of Library, Archives and Public Records.

(c) All public records created by the City are the exclusive property of the City. No City official or employee may obtain a proprietary right to such records.

(d) It shall be unlawful to destroy, remove or dispose of any public record except in the manner provided by law and approved by the City Clerk or their designee.

(e) The City Clerk in the manner provided for in this code may implement regulations to govern the keeping and disposition of public records of the City.

State Law Reference A.R.S. § 41-1346.

(Ord. No. 97-34, 7/15/97, enacted)

(Ord. No. 06-47, 12/11/06, Amended, Renumbered 2-80 to 2-81) SUPP 2006-4