

Article B-14
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ORDINANCE NO. 1046

AN ORDINANCE RELATING TO THE RETENTION AND DISPOSAL OF RECORDS AND FILES OF THE CITY OF HOOD RIVER, OREGON.

WHEREAS, certain records of the City of Hood River have a permanent value due to historical, statistical, legal, financial or unique considerations and certain records have value for varying periods of time but do not need to be kept permanently, and

WHEREAS, a guide is needed by city officers to determine which records must be retained and for how long and whereas no guide is now available,

THEREFORE, the City of Hood River does ordain as follows:

Section 1. City Officers are required to keep the following record or records of a similar nature as set forth below:

RETAIN PERMANENTLY:

- Annexation Files
- Annual Reports
- Annual Summaries of Building Permits
- Annual Summaries of Public Works Projects
- Assessment District File for each Improvement Containing Legal Papers pertaining thereto.
- Audit Reports
- Building Permit Duplicates with Plans
- Cash Receipts Journal or Record
- Certificates of Bonds & Interest Coupons Destroyed
- Certificates of Records Authorized to be Destroyed
- Check & Warrant Register or Cash Payments Book
- Council Minutes & Resolutions
- Deeds and Title Papers (for property owned by City)

Duplicates of Receipts issued by any Department or Officer
except Water Cash Stubs

Employee Earnings Card and File

Engineer and Surveyors Field Notes

Foreclosure Proceedings & Sales Files

General Journals

General Ledgers

Lien Dockets for Bonded & Unbonded Assessments

List of Outstanding Checks or Warrants not presented for Payment

Master Maps

One Copy of Adopted Published Budget for Each Year

Original Ordinances

Plans- Municipal for Buildings or Plants

✓ Police Department Arrest Reports

Police Department Finger Print Records

Vacation, Dedication & Widening Files

Water Consumption Records - Reservoirs & Treatment Plants

Water Users Index (Card record of present and past water services)

RETAIN FIFTEEN YEARS:

Budget Ledgers for Revenue & Expenditures

Cost and Work Ledgers

Foreclosure Sale Files

Journal Vouchers for Above Ledgers (Cost and Work Ledgers, Stores
Ledgers & Miscellaneous Accounts
Receivable Ledgers, Budget Ledgers
for Revenue & Expenditures)

Official Oaths

Paid or Cancelled Warrants & Checks with Bank Statement

Sewage Disposal Plant Operation Reports

Stores Ledgers & Miscellaneous Accounts Receivable Ledgers

Water Users Card Index.

RETAIN SEVEN YEARS:

Bank Deposit Books or Slips and Stubs

Budget File Containing Department Estimates, Publication etc.

Committee Reports

Contracts & Leases (after expiration date)

Insurance Policies, Fidelity Bonds, & Records relating to Claims after Expiration

Monthly Payroll Sheets & Journals

Officers Monthly Reports - Fire Chief, Police Chief etc.

Paid Vouchers with Bills, Invoices & Purchase Order Attached

Records of Collateral Pledged

Record of Formal Bid & Advertising for Bids on Contracts & Purchases where Required

Redeemed Bonds & Interest Coupons with Register (keep certificate of destruction)

Reports of Boards & Commissions

Requisitions

Water Department Accounts Receivable Records

Water Department Cash Receipts Stubs

Water Department Meter Books

Water Department Monthly Billing Recap or Summary Sheet

Water Department Tap Orders - New Services

RETAIN THREE YEARS:

Election Records (result to be recorded in minutes)

Monthly Reports

Monthly Time Sheet or Card for Summary

Police Department Citations

Time Slips Daily

Trial Balances

Water Department - Turn on and Turn off Cards for Water Service.

Section 2. It is further required that no records be destroyed until (1) an independent post-audit has been made covering the period to which the records pertain. (2) That the times given in Section 1. above be figured from the end of the period covered by the records; for example, contracts should be retained for seven years after expiration or cancellation. (3) Correspondence should be kept for the period prescribed for the item to which it relates. (4) When possible a small sampling or selection of records not kept permanently should be taken for permanent preservation before they are destroyed.

Section 3. Whenever any Officer of the City has accumulated records that have been retained beyond the years recommended above, he should describe and list them on a form entitled "Certificate of Records Authorized to be Destroyed". This certificate should have the signed approval of the City Recorder, City Attorney, and the Mayor, after which the records described thereon may be destroyed. The original of this certificate must be filed permanently in the City Recorder's Office and a copy retained permanently by department using same. This certificate should be similar to form illustrated below:

"CERTIFICATE OF RECORDS AUTHORIZED TO BE DESTROYED"

I hereby certify the below described records have been retained longer than required by ordinance and are no longer any particular value to the City of Hood River:

(Description of Records)

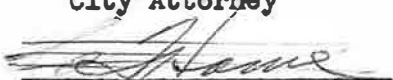
Certified to this ____ day of _____.

Department Head

Approved by:

City Recorder

City Attorney



Mayor.

PASSED by the Common Council of the City of Hood River, Oregon,
this 20 day of Feb., 1956

James W. Patrick
the City Recorder. *Pro-tem*

APPROVED this 20 day of Feb., 1956.

S. J. Howe
The Mayor.