

56-79-11
56-79-5

ORDINANCE NO. 1454

AN ORDINANCE AMENDING ORDINANCE NO. 1046
RELATING TO THE RETENTION AND DISPOSAL
OF RECORDS AND FILES OF THE CITY OF
HOOD RIVER.

THE CITY OF HOOD RIVER ORDAINS AS FOLLOWS:

Section 1: That Section 1 of Ordinance No. 1046
(1-15) entitled "ORDINANCE RELATING TO THE RETENTION AND DISPOSAL
OF RECORDS AND FILES OF THE CITY OF HOOD RIVER, OREGON" is amended
to read as follows:

"Section 1. City officers shall retain public
records and public writings as required by the State
Archivist, or if federal funds are involved, as
required by the United States Government, and shall
not dispose of such records without authority from
the State Archivist, or if applicable, the United
States Government."

Section 2: That Section 2 of Ordinance No. 1046
(1-15) is amended to read as follows:

"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) Correspondence should be kept for the period prescribed for the item to which it relates.
- (3) When possible, a small sampling or selection of records not kept permanently should be taken for permanent preservation before they are destroyed."

Section 3. The remainder of Ordinance No. 1046 (1-15) shall remain in full force and effect.

Read for the first time: May 22, 1979.
Read for the second time: May 29, 1979.

PASSED by the Council of the City of Hood River
this 29th day of May, 1979.

Deborah M. Smyers
City Recorder

APPROVED by the Mayor of the City of Hood River
this 29th day of May, 1979.

Charles F. Beardsley
Mayor