

Cody
AS

ORDINANCE NO. 1789

(An ordinance amending Chapter 2.40 of the Hood River Municipal Code – City Records)

WHEREAS, state law provides for the retention of public records essential to meet the needs of government and its citizens, and for the prompt destruction of records having no continuing value;

WHEREAS, the City is updating its code to provide continuity and consistency with state law and administrative rules;

NOW, THEREFORE, THE CITY OF HOOD RIVER ORDAINS AS FOLLOWS:

Chapter 2.40 of the Hood River Municipal Code is amended to read as follows:

CHAPTER 2.40 – CITY RECORDS

Sections:

2.40.010 ~~Retention~~ Retention of certain records required

2.40.020 Destruction of records authorized ~~when~~

2.40.030 Certificate of records authorized to be destroyed

2.40.010 ~~Retention~~ Retention of certain records required. The City's officers shall retain public records and public writings shall be retained 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.

2.40.020 Destruction of records authorized when. It is required that no records be destroyed until: As used in this chapter, "minimum retention requirements" refer to the rules adopted by the State Archivist governing records retention, or by the appropriate federal agency if federal funds are involved.

A. Unless the City Manager determines that a record or writing has historical or other continuing value, it shall be destroyed promptly after meeting the minimum retention requirements.

B. No public record or writing created in or prior to 1920 shall be destroyed without the permission of the State Archivist.

C. No public record or writing listed on the Oregon Historical Records Inventory shall be destroyed.

D. Public records or writings of fiscal transactions shall not be destroyed until the minimum retention period has passed and the person charged with their audit has released them for destruction.

~~— A. An independent post audit has been made covering the period to which the records pertain.~~

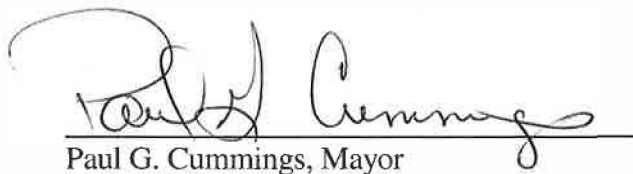
~~— B. Correspondence should be kept for the period prescribed for the item to which it relates.~~

~~— C. When possible, a small sampling or selection of records not kept permanently should be taken for permanent preservation before they are destroyed.~~

2.40.030 Certificate of records authorized to be destroyed. ~~Whenever any officer of the city has accumulated~~ When particular public records or writings that have been retained in excess of for the time prescribed for their retention in the "City Records Retention Schedule" as published by the state archivist, ~~he should describe and list them on a form entitled "Certificate of Records Authorized to be Destroyed"~~ This certificate should , a form of certificate authorizing their destruction shall be prepared and have the approval of approved by the appropriate department head and by the city recorder, city attorney, and city or federal auditor (if required) and the mayor, after which the records or writings described thereon may be destroyed. The original of this the certificate must be filed permanently in the city recorder's office. shall be retained as required by law.

Read for the first time: Dec 13, 1999.

Read for the second time and passed: Dec 27, 1999, to become effective thirty (30) days hence.


Paul G. Cummings, Mayor

ATTEST:


Anita R. Smith, City Recorder