

TIGARD MUNICIPAL CODE

Chapter 2.48 CITY RECORDS.

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2.48.010 Duties Of City Manager.

The City Manager is authorized and directed to cause to have all papers, documents and records received in all City departments maintained and preserved, as necessary, to assure an expeditious and orderly filing system. All records or documents to be stored shall be placed in transfer files or suitable containers that will insure the safekeeping of all documents and records, and each file or container shall be clearly marked as to the type of record or document contained therein, with the date of disposal, if any, noted on each file or container. (Ord. 03-08, Ord. 69-14 §1, 1969).

2.48.020 Duties Of Department Heads.

Within a reasonable time after the completion of the post audit or the City's affairs for each fiscal year, the City Manager is authorized and directed to have City Recorder or designee examine records of each department for classification as to time of retention as set forth under Section 2.48.030. All records thereby determined to be eligible by the passage of time as set forth in Section 2.48.030 for disposal shall be segregated from all other records. The City Recorder or designee shall prepare a certificate in the form prescribed by Section 2.48.040 and shall attach thereto a general description of the records proposed thereby to be destroyed. Such certificate shall be tendered to each department head for review. Upon their approval of the list, it shall be submitted to the City Manager for examination. If

the City Manager determines that the records thus described are no longer required for any known purpose of the City and otherwise meet the prescribed time classification for disposal, the City Manager is authorized to approve the destruction of the records. Retention periods for the records notwithstanding, the City Manager is authorized and directed to forego the destruction of any documents which, in his opinion, might have a continuing value for reference or other public purpose. Records authorized by the City Manager to be disposed of shall be destroyed by burning or by such other means or method as the City Manager may approve. A suitable file of certificates of records authorized to be destroyed shall be maintained at all times. (Ord. 03-08, Ord. 89-25 §1, 1989; Ord. 69-14 §2, 1969).

2.48.030 Adopts Oregon Administrative Rules And Records Retentions Schedule.

The City adopts the Oregon State Archives General Records Retention Schedule as adopted in the Oregon Administrative Rules, Chapter 166, Division 200 as the retention classification for city records. Retention classification for records not identified in the Oregon Administrative Rules, Chapter 166, Division 200 will be scheduled separately following the procedures specified in Oregon Administrative Rule 166-30-027. Retention periods are from the date of the creation of the record unless otherwise indicated. (Ord. 98-13, Ord. 89-25 §2, 1989; Ord. 84-02 §1, 1984).

2.48.040 Authorization For Destruction.

The form of the certificate of records authorized to be destroyed shall be retained in the office of the City Recorder and is prescribed pursuant to the foregoing provisions of this chapter. (Ord. 89-25 §3, 1989; Ord. 69-14 §4, 1969).■