



ADMINISTRATIVE DIRECTIVE

Title: Offsite Storage and Final Disposition or Destruction of Records
Issuing Department: Town Clerk's Office
Effective Date: October 12, 2018
Approved: Jamsheed Mehta, Town Manager
Type of Action: Revision

1.0 PURPOSE

The purposes of this directive are to maintain Town records in a secure environment and to ensure compliance with the Arizona public records laws regarding retention and destruction of records.

2.0 DEPARTMENTS AFFECTED

All Town of Marana departments and employees

3.0 REFERENCES

- 3.1 A.R.S. §§ 39-121 *et seq*: Public records law
- 3.2 A.R.S. § 38-421: Stealing, destroying, altering or secreting public record; classification
- 3.3 A.R.S. §§ 41-151.14 – 41-151.18: State and local public records management
- 3.4 Town of Marana Administrative Directive: Litigation/Legal Holds

4.0 DEFINITIONS

- 4.1 Records liaison: The employee appointed by each Town department to work with the Town Clerk's Office and the Department Head to ensure proper management and disposal of Town records.
- 4.2 Record retention period: Timetable that identifies the length of time specific records must be kept prior to final disposition; established by state and/or local law.
- 4.3 Record series: A group of like records that are filed together and treated as a single unit for record management purposes.
- 4.4 Standard records box: A box measuring 1.2 cubic feet, 10" X 12" X 15" in size; 250-pound test; with one cutout handle at each end of the box and a separate, tight fitting lid.

5.0 POLICIES AND PROCEDURES

- 5.1 Offsite Storage Facility. Access to the offsite storage facility is limited to staff from the Town Clerk's Office. An employee seeking access to records housed at the offsite storage facility must contact the Town Clerk's Office for assistance in locating the appropriate records.
- 5.2 Transfer of Records to Offsite Storage Facility. Employees shall adhere to the following steps for transfer of records to the offsite storage facility.
- 5.2.1 Employees shall place the records to be transferred in a standard records box using the same filing system that was used by the department to file the records onsite. Expensive file folders, binders, and covers should be removed for reuse before placing the files in the box. Boxes should not be over-packed; at least one inch of space should be left inside the box to provide easy access to the records inside. Employees shall store only one record series (type of record) and one range of years in a single box.
- 5.2.2 Once a box is packed, the employee shall prepare and affix a Records Center Box Label, as described in Attachment 7.1, to the box. The Records Center Box Label shall be attached directly under the cutout handle of the box. A separate Records Center Box Label shall be affixed to each box.
- 5.2.3 The employee shall complete a Transmittal Form (Attachment 7.2), detailing the contents of each box. A separate Transmittal Form must accompany each box that is transferred to the offsite storage facility.
- 5.2.4 After completion of the Transmittal Form, the employee shall contact the Town Clerk's Office to arrange for review and acceptance of the box for transfer to the offsite storage facility.
- 5.2.5 The Town Clerk's Office will keep a copy of the Transmittal Form after the box has been transferred to the offsite storage facility.
- 5.3 Request for Records from Offsite Storage Facility. Employees must contact the Town Clerk's Office to request that records be retrieved from the offsite storage facility.
- 5.3.1 Employees shall return the records to the Town Clerk's Office within 30 calendar days of receipt of the records. The Town Clerk's Office will send out a reminder to any employee keeping records out for more than 30 days.
- 5.4 Destruction of Records. When a record's retention period has ended, the record is eligible for destruction as long as it does not serve any administrative, fiscal, or legal value. Records under an active litigation hold issued by the Legal Department are not eligible for destruction until the litigation hold is lifted. Certain records that meet the criteria of historic documents should be removed and retained for review by the Town Clerk's Office.
- 5.4.1 Department record liaisons are responsible for determining the eligibility of a record for destruction in accordance with the approved retention schedule and with final review of the Department Head. Once a department determines a record is ready for destruction, the liaison will make an appointment with the Town Clerk's Office to review the eligible records, certificate of destruction, and record inventory, if

applicable. The department record liaison will accompany the Town Clerk's Office to the destruction bins for final destruction of the department's records.

5.4.2 The Department's records liaison shall ensure, in coordination and consultation with the Legal Department, that the records to be destroyed are not subject to a litigation hold.

5.4.3 The provisions of this section apply to both the electronic and paper copies of records.

6.0 RESPONSIBILITIES

6.1 The Town Clerk's Office has overall responsibility for the Town's records management program.


6.2 Each department's records liaison is responsible for coordinating the storage, retrieval and destruction of the department's records with the Town Clerk's Office and the Department Head. As a part of this responsibility, the records liaison shall review the department's records retention schedules for compliance, prior to sending any records to the offsite storage facility or for destruction.

7.0 ATTACHMENTS

7.1 Record Center Box Label

7.2 Transmittal Form

Attachment 7.1

 <p>MARANA AZ Records Center Box Label</p>		OFFICE USE ONLY	
		LOCATION CODE	
		CENTER BOX #	
TODAY'S DATE 1.	DEPT NAME 2.	DEPT CONTACT NAME 3.	
RECORD SERIES TITLE (FROM TOWN RECORDS RETENTION SCHEDULE) 4.			
SECONDARY DESCRIPTION 5.			
DATE 6.	FROM	DATE 7.	THRU
		DESTRUCTION DATE 8.	9. BOX NO. ___ OF ___
ACCESS RESTRICTED? 10. ___ Yes ___ No		AUTHORIZED ACCESS BY 11. :	
PREPARED BY: 12.		EXTENSION: 13.	

Most boxes will be destroyed at the offsite center without returning to the originating department, so it is important to provide complete and detailed information on the box label.

- 1.** Today's date.
- 2.** The Department Name is the Department the records originate in/belong to.
- 3.** The Department Contact Name is generally the Department Records Liaison, but can be different.
- 4.** The Record Series Title field refers to the type of record, or record series, being transferred or stored at the offsite facility. The name of the record series is to appear exactly as it appears on the Records Retention and Disposition Schedule. If the record does not appear on an approved Retention Schedule, contact the Deputy Town Clerk.
- 5.** The Secondary Description field is used to provide a detailed description of the records contained in the box (i.e., Adams thru Davis, Civic Center thru Lon Adams, or Case 2651 thru 3782).
- 6.** The Date From field refers to the record in the box with the earliest date.
- 7.** The Date Thru field refers to the record in the box with the latest date.
- 8.** The Destruction Date field identifies when the contents of the box are to be destroyed. The total number of years the record is to be kept as it appears on the approved Retention Schedule determines the destruction date. If an extended retention period was granted (because of litigation, investigation, audit, etc.), contact the Town Attorney or Town Clerk to determine what date should be entered in this field.
- 9.** The Box No. "___ of ___" field is used to identify all boxes (1 of 3, 2 of 3, and 3 of 3) pertaining to a specific single case, file, or record, even if it refers to a single box (1 of 1).
- 10.** The Access Restricted field indicates whether or not access to the box should be restricted (usually due to confidentiality).
- 11.** The Authorized Access identifies who is authorized to view the contents of an access-restricted box.
- 12.** The name of the person who prepared the form is entered in this field.
- 13.** The telephone number of the person filling out the form is entered in this field.

After completing the Records Center Box Label, print on 4¼" X 5½", self-adhesive, mailing labels approved for use with laser printers and affix to box, directly under the cutout handle.

Attachment 7.2

RECORDS CENTER LOCATION:

TRANSMITTAL NUMBER: Completed by Records Center
DATE COMPLETED:

Fill out one transmittal for each series of records being sent to the Records Center. Transmittals are not valid until they have been approved by the department head. Each transmittal must have an inventory attached.

Prepared by _____ Department _____ Division _____
 S:/ _____
 Department Approval

Record Dates From:	Record Dates To:	Record Description	Retention Time:	Destruction Date:

ARS §41-1350. Definition of Records
 In this chapter, unless the context otherwise requires, "records" means all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, including prints or copies of such items produced or reproduced on film or electronic media pursuant to section 41-1348, made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained therein. Library or museum material made or acquired solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications or documents intended for sale or distribution to interested persons are not included within the definition of records as used in this chapter.

Is the record on a current retention schedule?
 Yes
 If yes, Department: _____
 Page: _____ Line: _____

REVISION HISTORY

	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	3/5/2012
REV	Revision	10/12/2018

Caution: A copy of this Administrative Directive is an uncontrolled document. It is your responsibility to ensure you are using the current version. The electronic version is the only acceptable and controlled Administrative Directive.