



ADMINISTRATIVE DIRECTIVE

Title: Offsite Storage and Final Disposition or Destruction of Records
Issuing Department: Town Clerk's Office
Effective Date: March 5, 2012
Reviewed: Town Clerk's Office, DSC Permits and Records, Police, Municipal Court, Legal
Approved: Gilbert Davidson, Town Manager
Type of Action: New

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
- 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, the Permit and Records Center and the Town Manager's Office. An employee seeking access to records housed at the offsite storage facility must contact the Town Clerk's Office or the Permit and Records Center 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 Deputy Town Clerk to arrange for review and acceptance of the box for transfer to the offsite storage facility.
- 5.2.5 The Deputy Town Clerk 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. To request that records be retrieved from the offsite storage facility, employees shall complete a Request for Records Form (Attachment 7.3) and submit it to the Deputy Town Clerk.
- 5.3.1 Each Request for Records Form must be signed by the employee's Department Head, indicating the Department Head's approval of the request to retrieve the records.
- 5.3.2 Employees may request to retrieve up to nine different files or boxes per Request for Records Form.
- 5.3.3 Employees shall return the records to the Town Clerk's Office or the Permit and Records Center 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 must be destroyed unless there is pending litigation and the record is subject to a litigation hold issued by the Legal Department. To request that a record be destroyed, employees shall complete a Request for Final Disposition Form (Attachment 7.4) and submit it to the Deputy Town Clerk.

5.4.1 Each Request for Final Disposition Form must be signed by the employee's Department Head, indicating the Department Head's approval of destruction of the 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 For records already in the custody of the Town Clerk's Office, staff from the Town Clerk's Office shall transmit a Request for Final Disposition Form to the relevant department's records liaison for final review and approval.

5.4.4 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

7.3 Request for Records Form

7.4 Request for Final Disposition Form