

AN ORDINANCE OF THE CITY OF MILWAUKIE, OREGON, AMENDING MUNICIPAL CODE SECTION 2.35 AND REPEALING ORDINANCE 1663.

WHEREAS, Municipal Code Chapter 2.35 establishes records management procedures in the City of Milwaukie; and

WHEREAS, Oregon Administrative Rules, Chapter 166, Division 30, prescribes the procedures for obtaining lawful authority to destroy or otherwise dispose of public records and specifies procedures for such authorized disposition; and

WHEREAS, the Oregon Administrative Rules states that each local agency should designate a Records Officer to organize and coordinate records scheduling, retirement, storage, and destruction in compliance with State Archivist's guidelines;

NOW, THEREFORE, THE CITY OF MILWAUKIE DOES ORDAIN AS FOLLOWS:

Section 1: Chapter 2.35 is amended to read as follows.

Section 2: Repeals Ordinance 1663 adopted August 15, 1989

Section 2.35.010: Adoption of Oregon Administrative Rules, Chapter 166: To insure continuation of government and open, efficient conduct of the public's business, the City of Milwaukie adopts OAR Chapter 166, Archives Division.

Section 2.35.020: Duties of the Records Officer: The City Manager shall designate a Records Officer. The City Manager's designee is authorized to cause to have all papers, documents, records, and electronic records received in all City departments maintained and preserved, as necessary, to assure an effective and efficient records management program. The designee shall approve records destruction requests and maintain a file of certifications as a permanent record. The designee shall maintain and update, as needed, the Records Management Manual and the disaster recovery plan for City records.

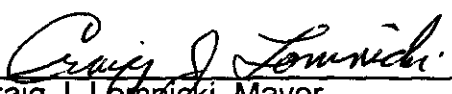
Section 2.35.030: Duties of the City Departments: Department Heads have the primary responsibility for the implementation of and active compliance with the records management program for their departments, to include appointment of a Records Officer to carry out the program. The Records Officer shall be responsible for maintaining City records in conformity with the program.

Section 2.35.040 is repealed.

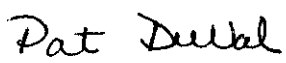
Read for the first time on Sept. 5, 1995, and moved to second reading by unanimous vote of the City Council.

Read the second time and adopted by the City Council on September 5, 1995.

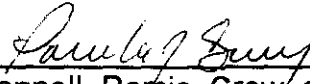
Signed by the Mayor on September 5, 1995.


Craig J. Lomnicki, Mayor

ATTEST:


Pat DuVal, City Recorder

APPROVED AS TO FORM:


O'Donnell, Ramis, Crew, et al.