

166-200-0395 (4)(c) Risk management - Safety

RECORDS DESTRUCTION REQUEST FORM

(Please attach at least one copy of the record and/or a copy of the inventory list or log to assist in considering approval for destruction or a copy of the microfilm form).

SECTION 1 - REQUEST

Pursuant to OAR Chapter 166, Division 30, the public records listed below (or attached) has met the terms and conditions found in the City Records Retention Schedule manual and are now subject to an audit before destruction.

(To be completed by person making request)

Department: AS-HR

Requestor Name: Christina Vandenberg

Series Title: Safety Committee minutes

Minimum Retention Period: 3 years 166-200-0395 (4)(c)

Brief Description of Record Series: safety committee minutes

Inclusive Dates: 1991-2012

Records on Microfilm: Roll # _____ Film Date: _____ Verified _____

Paper files - cubic feet: _____ Current storage location: City Hall Yes - Date _____

Requestor's Signature: Christina Vandenberg Date: 06-09-2020

SECTION II - DIRECTOR'S/SUPERVISOR'S APPROVAL

I hereby authorize the destruction of the public records listed (or attached) in accordance with OAR.

Director's/Supervisor's Signature: Brenda Camacho Date: 6/09/2020

SECTION III - ELIGIBLE FOR DESTRUCTION

Pursuant to OAR Chapter 166, Division 30, the public records listed (or attached) have been audited and pass the minimum retention period; these public records are now eligible for destruction.

City Recorder's Signature: AR Date: 3/28/2021

SECTION IV - CERTIFICATE OF DESTRUCTION:

(To be completed by person conducting the destruction)

Destroyed by: _____ Date: _____

Title: _____ Department: _____ Division: _____

Describe Destruction Method:
Non-confidential records only Shredded ☒ Recycled ☐ Other ☐

CONFIDENTIAL RECORDS: Must be destroyed by Shredding, Pulping, or Incineration and must be supervised and witnessed by City Recorder before destruction. Please make arrangements with City Recorder before destruction.

Describe Destruction Method:
Confidential records only Shredded ☒ Pulping ☐ Other and/or Incineration ☐

Witnessed by: _____ Date: _____

City Recorder

DISTRIBUTION: Original: City Recorder _____ Copy: Department HR

RECORDS DESTRUCTION REQUEST FORM INSTRUCTIONS

Section I. Request for Destruction:

Complete the "Records Destruction Form" and attach at least one copy of the record and/or a copy of the inventory list to assist in considering approval for destruction or a copy of the microfilm report.

Section II. Director's/Supervisor's Approval:

Have the department director/supervisor sign the form for approval. This gives the director/supervisor one last opportunity to retain the record(s). In some instances, the director/supervisor may be aware of circumstances where the records need to be retained for special reasons, especially in instances where there may be pending litigation.

Section III. Eligible for Destruction:

Route the form to the City Recorder who will verify that the record(s) are eligible for destruction. If so, the City Recorder will sign and date the form and will return it to the requestor.

Section IV. Certificate of Destruction:

Sign the destruction form and identify how the record(s) were destroyed. After destruction, please forward the **ORIGINAL** signed destruction form to the City Recorder for the official permanent record, you may make a copy for your department records.

Section IV. Confidential Records:

If there is a special need to destroy records in a confidential manner, contact the City Recorder for special arrangements.

Note: If large amounts of the same records are destroyed frequently and the use of the Records Destruction Form is too cumbersome, contact the City Recorder for special arrangements.

166-200-0395

Risk Management — Safety

(4) Safety Program Records — Minimum retention:

- (a) Safety policies, plans, and procedures, retain 5 years after superseded;
- (b) Inspection reports, reports, evaluations, and recommendations, retain 10 years;
- (c) **Committee minutes, exhibits, and agendas, retain 3 years;**