

ORDINANCE NO. 2004

AN ORDINANCE to amend Article IX, Chapter 2 of The Code of the City of Alexandria, Virginia, 1963, as amended, by amending and reordaining Sections 2-106, 2-107, 2-108 and 2-111, by adding to said Article new sections numbered 2-105.1 and 2-105.2 and by repealing sections 2-105, 2-109 and 2-110; which Chapter 2 relates to ADMINISTRATION, which Article IX relates to RETENTION, REPRODUCTION AND DESTRUCTION OF RECORDS AND DOCUMENTS, which Section 2-106 relates to REPRODUCTION OF RECORDS AND DOCUMENTS, which Section 2-107 relates to DESTRUCTION OF RECORDS AND DOCUMENTS, which Section 2-108 relates to SUBMISSION OF RECORDS AND DOCUMENTS TO CITY OF ALEXANDRIA, VIRGINIA, HISTORICAL RECORDS ADVISORY COMMISSION BEFORE DESTRUCTION, which Section 2-111 relates to REPRODUCTION OF RECORDS AND DOCUMENTS THAT MIGHT BE USED IN EVIDENCE, which new Section 2-105.1 relates to SCOPE AND RESPONSIBILITIES, which new Section 2-105.2 relates to RECORDS MAINTENANCE AND DISPOSAL SCHEDULES, which repealed Section 2-105 relates to DETERMINING RECORDS TO BE RETAINED, DESTROYED OR REPRODUCED, which repealed Section 2-109 relates to SUBMISSION OF RECORDS AND DOCUMENTS TO CITY ATTORNEY BEFORE DESTRUCTION; and which repealed Section 2-110 relates to REPRODUCTION AND FILING REQUIRED BEFORE DESTRUCTION.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Section 2-106, Article IX, Chapter 2 of The Code of the City of Alexandria, Virginia, 1963, as amended, be and the same hereby is amended and reordained to read as follows:

Sec. 2-106. Reproduction of records and documents.

The city manager is, within the funds at his disposal, authorized to provide for the photographing, microphotographing or recording by any other process which accurately reproduces or forms a durable reproduction of all or any part of the papers, records, documents or other similar material kept by or in charge of any department, agency or institution of the city, subject, however, to the provisions contained in this article and any provisions of state law.

Section 2. That Section 2-107, Article IX, Chapter 2 of The Code of the City of Alexandria, Virginia, 1963, as amended, be and the same hereby is amended and reordained to read as follows:

Sec. 2-107. Destruction of records and documents.

The city manager is, within the funds at his disposal, authorized to destroy or provide for the destruction of all or any part of the papers, records, documents or other similar material of the city, subject, however, to the provisions contained in this article and any provisions of state law.

Section 3. That Section 2-108, Article IX, Chapter 2 of The Code of the City of Alexandria, Virginia, 1963, as amended, be and the same hereby is amended and reordained to read as follows:

Sec. 108. Submission of records and documents to City of Alexandria, Virginia, Historical Records Advisory Commission before destruction.

The Historical Records Advisory Commission shall provide the city manager with a list of types of records, documents, papers and other similar material it considers to be of historical value. No material in this category shall be destroyed until it has been submitted to and approved for destruction by the Commission.

Section 4. That Section 2-111, Article IX, Chapter 2 of The Code of the City of Alexandria, Virginia, be and the same hereby is amended and reordained to read as follows:

Sec. 2-111. Reproduction of records and documents that might be used in evidence.

No records, documents, papers or other similar material of the city which the city attorney or the attorney for the Commonwealth indicates might reasonably be expected to at some time be used in evidence shall be destroyed unless and until they are photocopied so that reproductions thereof can be made of substantially the same size as the originals.

Section 5. That Article IX, Chapter 2 of The Code of the City of Alexandria, Virginia, 1963, as amended, be and the same hereby is amended by adding thereto new sections numbered 2-105.1 and 2-105.2 to read as follows:

Sec. 2-105.1. Scope and Responsibilities.

Each department shall establish and maintain a records management program to ensure proper control of the creation of records, the efficient management of active records, and the prompt and systematic retirement of inactive records. The city manager shall direct the program and provide and advice and assistance to the departments.

Sec. 2-105.2. Records Maintenance and Disposal Schedules.

Each department shall prepare, and keep current, records maintenance and disposal schedules for the department's records. Such schedules shall describe the content and filing arrangement of each group of records, state the length of time they are to be kept in the department, the length of time they are to be kept in the Records Center before being destroyed, and shall identify records that are to be kept permanently. Each such schedule shall be effective upon being approved by the head of the department issuing the schedule, the city manager or his designee, and the Virginia State Library Board or its designee.

Section 6. That Sections 2-105, 2-109 and 2-110, Article IX, Chapter 2 of The Code of the City of Alexandria, Virginia, 1963, as amended, be and the same hereby are repealed.

Section 7. That the title of and an informal memorandum explaining this ordinance shall be published in a newspaper of general circulation published in the city not later than five days following its introduction together with a notice containing the time and place for a public hearing. The city clerk shall have the full text of this ordinance printed in sufficient numbers to supply copies to meet request. The city clerk shall note the date of introduction and first reading, the date of publication, the date of the public hearing, and the date of the second reading and final passage in the minutes of the meeting. This ordinance shall become effective the date of its final passage.

CHARLES E. BEATLEY, JR.
MAYOR

FINAL PASSAGE: FEBRUARY 25, 1975