

ORDINANCE NO. 2680

AN ORDINANCE to amend the title of Chapter 6, to amend and reordain Sections 2-6-1, 2-6-2 and 2-6-5; and to add a new section numbered 2-6-7, all of Chapter 6, Title 2 of The Code of the City of Alexandria, Virginia, 1981, as amended; which Title 2 relates to GENERAL GOVERNMENT, which Chapter 6 formerly related to RECORDS RETENTION and now relates to RECORDS MANAGEMENT, RETENTION AND DISPOSITION, which Section 2-6-1 relates to SCOPE AND RESPONSIBILITIES, which Section 2-6-2 relates to RECORDS MAINTENANCE AND DISPOSAL SCHEDULES, which Section 2-6-5 formerly related to SUBMISSION OF RECORDS AND DOCUMENTS TO CITY OF ALEXANDRIA, VIRGINIA, HISTORICAL RECORDS ADVISORY COMMISSION BEFORE DESTRUCTION and now relates to SUBMISSION OF HISTORICAL AND ARCHIVAL RECORDS TO CITY COMMISSION and which new Section 2-6-7 relates to DEVELOPMENT OF PLAN TO PRESERVE VITAL RECORDS.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That the title of Chapter 6, Title 2 of The Code of the City of Alexandria, Virginia, 1981, as amended, be and the same hereby is amended to read as follows:

Records Management, Retention and Disposition

Section 2. That Section 2-6-1, Chapter 6, Title 2 of The Code of the City of Alexandria, Virginia, 1981, as amended, be and the same hereby is amended and reordained to read as follows:

Sec. 2-6-1. Scope and responsibilities.

The city manager shall establish and maintain a records management, retention and disposition 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 advice and assistance to the departments.

Section 3. That Section 2-6-2, Chapter 6, Title 2 of The Code of the City of Alexandria, Virginia, 1981, as amended, be and the same hereby is amended and reordained to read as follows:

Sec. 2-6-2. Records maintenance and disposal schedules.

Each department shall 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 initiating the schedule, the city manager or his designee and the Virginia State Library Board or its designee in accordance with the Virginia Public Records Act, chapter 7 (§ 42.1-76, et seq.), title 42.1, Code of Virginia (1950), as amended.

Section 4. That Section 2-6-5, Chapter 6, Title 2 of The Code of the City of Alexandria, Virginia, 1981, as amended, be and the same hereby is amended and reordained to read as follows:

Sec. 2-6-5. Submission of historical and archival records schedules to city commission.

The historical records advisory commission shall provide the city manager with guidance regarding types of records, documents, papers and other similar material it considers to be of historical or archival value. Records schedules of materials of historical or archival value shall be submitted to the commission for its approval of city staff recommendations as to retention or disposition.

Section 5. That Chapter 6, Title 2 of The Code of the City of Alexandria, Virginia, 1981, as amended, be and the same hereby is amended by adding a new section numbered 2-6-7 to read as follows:

Sec. 2-6-7. Development of plan to preserve vital records.

The city manager is authorized to develop a plan to ensure the preservation of such public records as he shall determine to be vital to the continuity of government and the conduct of the city's business.

Section 6. 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: May 15, 1982