

ORDINANCE NO. 3189

AN ORDINANCE to repeal Sections 2-6-1 through 2-6-7, Chapter 6; and to amend Chapter 6 by adding new sections numbered 2-6-8 through 2-6-22, all of Title 2, Chapter 6 of The Code of the City of Alexandria, Virginia, 1981, as amended; which Title 2 relates to GENERAL GOVERNMENT, which Chapter 6 relates to RECORDS MANAGEMENT, RETENTION AND DISPOSITION, which Section 2-6-22 relates to PUBLIC RECORDS ADVISORY COMMISSION, which Section 2-6-21 relates to ACCESSIBILITY OF RECORDS ON MICRO-FILM, which Section 2-6-20 relates to RECORDS CENTER, which Section 2-6-19 relates to MICROGRAPHICS, which Section 2-6-18 relates to NONCURRENT RECORDS NOT TO BE MAINTAINED IN OFFICE FILES, which Section 2-6-17 relates to PRESERVATION OF PERMANENT RECORDS, which Section 2-6-16 relates to DEVELOPMENT OF RECORDS RETENTION AND DISPOSITION SCHEDULES, which Section 2-6-15 relates to RESPONSIBILITIES OF RECORDS OFFICERS, which Section 2-6-14 relates to RESPONSIBILITIES OF CITY OFFICE AND DEPARTMENT HEADS, which Section 2-6-13 relates to DUTIES OF RECORDS ADMINISTRATOR, which Section 2-6-12 relates to OFFICE OF RECORDS ADMINISTRATOR, which Section 2-6-11 relates to POLICY, which Section 2-6-10 relates to CITY RECORDS DECLARED PUBLIC PROPERTY, which Section 2-6-9 relates to DEFINITION OF CITY RECORDS and which Section 2-6-8 relates to PURPOSE OF CHAPTER.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Sections 2-6-1 through 2-6-7, Chapter 6, Title 2 of The Code of the City of Alexandria, Virginia, 1981, as amended, be and the same hereby are repealed.

Section 2. That Chapter 6, Title 2 of The Code of the City of Alexandria, Virginia, be and the same hereby is amended by adding new sections numbered 2-6-8 through 2-6-22 to read as follows:

Sec. 2-6-8. Purpose of chapter.

The purpose of this chapter is to implement the Virginia Public Records Act, section 42.1-76 of the Code of Virginia (1950), as amended, and to establish a records management program for the City of Alexandria.

Sec. 2-6-9. Definition of city records.

For purposes of this chapter, all papers, correspondence, memoranda, accounts, reports, maps, plans, photographs, sound and video recordings, files, microform, magnetic or paper tape, punched card, or other documents, regardless of physical form or characteristic, which have been or shall be created, received, filed or recorded by any city office or department or its lawful

successor, or officials thereof in pursuance of law or ordinance or in the conduct, transaction or performance of any business, duty or function of public business, whether or not confidential or restricted in use, are hereby declared to be records of the City of Alexandria and shall be created, maintained and disposed of in accordance with the provisions of this chapter and the procedures authorized by it and in no other manner. Library and museum materials acquired solely for reference, exhibit or display and stocks of publications shall not constitute city records for purposes of this chapter.

Sec. 2-6-10. City records declared public property.

All city records as defined in section 2-6-9 are the property of the City of Alexandria. No city official or employee has, by virtue of his position, any personal or property right to such records even though he may have developed or compiled them. The unauthorized destruction, removal from files or use of such records is prohibited.

Sec. 2-6-11. Policy.

It is hereby declared to be the policy of the City of Alexandria to provide efficient, economical and effective controls over the creation, distribution, organization, maintenance, use and disposition of all city records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition.

Sec. 2-6-12. Office of records administrator.

The city manager shall appoint a city records administrator who shall administer the records management program for the city. The records administrator will coordinate records management operations among the city departments and offices.

Sec. 2-6-13. Duties of records administrator.

The records administrator shall have the following duties, as well as others assigned by the city manager:

(a) In the area of program administration, to: initiate policies and procedures for a comprehensive records management program; coordinate such a program with department and office heads, provide guidance to department records officers and other personnel in records management matters; develop policies and procedures relating to records creation, forms management, files organization and maintenance, vital records, records retention and retirement, microfilming and records disposal; supervise assigned records personnel; and prepare and submit annual budget requirements for the records management program.

(b) In the area of records retention and disposition, to: develop, in conjunction with the Virginia State Library, a records inventory and retention program for all city records; provide for the timely destruction of records in accordance with applicable federal, state and local laws and regulations; and coordinate records destruction with the city attorney and the commonwealth's attorney.

(c) In the area of records storage, to: manage the operation of the city records center for the low-cost storage of inactive records not required for the conduct of current city business; approve and supervise the transfer of records to the records center; and arrange for public access to the records stored in the records center.

(d) In the area of records systems, to: recommend appropriate supplies and equipment for current and noncurrent recordkeeping systems; review requests for the purchase of filing equipment; and report to the city manager economies realized in equipment, supplies and staff costs through implementation of the records management program.

(e) In the area of micrographics program, to: design and implement micrographics programs to meet the unique requirements of departments and offices; to coordinate the micrographics activities of departments and offices; ensure that all microfilm used for archival or security purposes meets the requirements of state microfilm standards; and ensure that all master microfilm negatives are stored off-site under environmental and security standards.

(f) To serve as the city's freedom of information officer.

Sec. 2-6-14. Responsibilities of city office and department heads.

All city office and department heads are responsible within the areas of their responsibility for the implementation and operation of effective file operations, records transfers and records dispositions in accordance with the provisions of this chapter. Such office and department heads shall designate records officers.

Sec. 2-6-15. Responsibility of records officers.

The records officer in each office and department is responsible for providing coordination between the records administrator and personnel in his office on records management matters. This responsibility shall include overseeing the application of records schedules within the office or department.

Sec. 2-6-16. Development of records retention and disposition schedules.

When a records retention and disposition schedule is adopted, it shall constitute the authority to destroy, transfer, micro-photograph or otherwise dispose of the designated records. Proposals to dispose of city records will be approved by the head of the affected department, the city attorney, the commonwealth's attorney and the record's administrator. After such approvals, the state archivist will be informed of disposition of city records.

Sec. 2-6-17. Preservation of permanent records.

The records administrator shall develop procedures to ensure the preservation of historically or archival valuable records of the city. The records administrator shall provide appropriate housing for such records in the records center in such manner that the records, unless their use is restricted by law or regulation, are open to the public for research purposes. The records administrator shall arrange for the transfer of appropriate records to the state library for perpetual care and preservation in its resource depositories. In no circumstances shall the records of the city be transferred to private individuals, to private historical societies, to libraries or museums or to colleges or universities.

Sec. 2-6-18. Noncurrent records not to be maintained in office files.

Records no longer required in the conduct of current business by any office or department of the city shall be promptly transferred to the records center. Such records shall not be maintained in current files or equipment.

Sec. 2-6-19. Micrographics.

No office or department shall operate a separate micrographics program and no city funds may be expended to film, or to contract with a service company to film, any city records, except with the coordination and approval of the records administrator. Microfilm used for archival or security purposes must meet the technical standards for quality, density, resolution and definition of the American National Standards Institute and as required by state archival standards. The master negatives of such film shall not be used as working copies and shall be stored off-site under environmental and security standards.

Sec. 2-6-20. Records center.

The records center shall: store inactive records, ensure the security of such records from deterioration, theft or damage

during the period of storage; permit fast, efficient retrieval of information from stored records; and store master microfilm negatives and other vital records.

Sec. 2-6-21. Accessibility of records on microfilm.

The public shall be given the same access to records on microfilm as it is entitled under law to records in any other medium.

Sec. 2-6-22. Public records advisory commission.

A public records advisory commission is hereby established to provide advice and guidance to the city records administrator on records management matters and implementation of the records program in the city. The commission shall be composed of five (5) members to be appointed by the city council, for terms of two (2) years with membership composed of professional archivists and/or records managers. This commission shall supercede and replace the historical records advisory commission.

Section 3. 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.

JAMES P. MORAN, JR.
Mayor

Final Passage: March 21, 1987