

ORDINANCE NO. 3282

AN ORDINANCE to amend and reordain sections 2-6-9, 2-6-11, 2-6-12, 2-6-13, 2-6-14, 2-6-16, 2-6-17, 2-6-19, 2-6-21 and 2-6-22, 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 relates to RECORDS MANAGEMENT, RETENTION AND DISPOSITION; which Section 2-6-22 relates to PUBLIC RECORDS ADVISORY COMMISSION; which Section 2-6-21 formerly related to ACCESSIBILITY OF RECORDS ON MICROFILM and which now relates to ACCESSIBILITY OF RECORDS ON MICROFORMS; which Section 2-6-19 relates to MICROGRAPHICS; which Section 2-6-17 formerly related to PRESERVATION OF PERMANENT RECORDS and which now relates to PRESERVATION OF ARCHIVAL RECORDS; which Section 2-6-16 formerly related to DEVELOPMENT OF RECORDS RETENTION AND DISPOSITION SCHEDULES and which Section 2-6-16 now relates to DEVELOPMENT OF RECORDS RETENTION AND DISPOSITION SCHEDULES; DISPOSITION OF RECORDS; TRANSFER OF RECORDS OUT OF CITY CUSTODY; 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 2-6-9 formerly related to DEFINITION OF CITY RECORDS and which Section 2-6-9 now relates to DEFINITIONS.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Section 2-6-9 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. 2-6-9 Definitions.

For purposes of this chapter, certain terms and words are defined as follows:

(a) **Archival records.** Records of continuing and enduring value to residents of the city and citizens of the commonwealth which are permanently preserved in city archives.

(b) **Commission.** The public records advisory commission established by this chapter.

(c) **Records.** All papers, correspondence, memoranda, accounts, reports, maps, plans, photographs, motion pictures, 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.

Section 2. That Section 2-6-11 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. 2-6-11 Policy.

It is hereby declared to be the policy of the City of Alexandria to provide efficient, economical and effective control over the creation, distribution, organization, maintenance, use and disposition of all records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, to achieve complete, effective and economic documentation of the policies and transactions of city offices and departments, to identify and preserve archival records and, in conjunction with archival records, to provide reference services to the public.

Section 3. That Section 2-6-12 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. 2-6-12 Office of records administrator.

The city manager shall appoint a city records administrator who shall administer the records management program for the city, which shall include a program component for the identification and preservation of archival records. The records administrator will coordinate records management operations among the city departments and offices.

Section 4. That Section 2-6-13 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. 2-6-13 Duties of records administrator.

The records administrator shall have the following duties, unless reassigned by the city manager or her designee, as well as other duties assigned by the manager:

(a) In the area of program administration, to: initiate policies and procedures for a comprehensive records management program, which shall include a program component for the identification and preservation of archival records; 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 disposition; develop policies and procedures for the identification, accessioning, description and cataloguing of archival records and for their placement and preservation in city archives; provide, in conjunction with archival records, reference services to the public; supervise assigned records personnel; and prepare and submit annual budget requirements for the records management program.

(b) In the area of records disposition, to: survey records in all city offices and departments; prepare schedules for the retention and disposition of city records where such schedules have not been issued by the state archivist; obtain the approvals for all retention and disposition schedules, as required by section 2-6-16; oversee timely disposition actions as specified in retention and disposition schedules; coordinate records destruction with appropriate officials pursuant to section 2-6-16; with the advice and recommendation of the commission, identify archival records and oversee their placement in city archives, unless placement in the state library is mandated by law.

(c) In the area of records storage, preservation and use, 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; administer a program for the preservation of archival records; and arrange for public access to the records stored in the records center and city archives.

(d) In the area of records systems, to: recommend appropriate supplies and equipment for current and noncurrent record-keeping 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 microforms 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 cooperate with the city's freedom of information officer.

Section 5. That Section 2-6-14 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. 2-6-14 Responsibilities of city office and department heads.

All city office and department heads are responsible within the areas of their responsibility for making and preserving records containing adequate and proper documentation of the organizational functions, policies, decisions, procedures and essential transactions of their office or department, and 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.

Section 6. That Section 2-6-16 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. 2-6-16 Development of records retention and disposition schedules; disposition of records; transfer of records out of city custody.

(a) When a records retention and disposition schedule is issued by the state archivist, it shall be applicable in the city unless a schedule requiring a longer retention period is adopted by the records administrator, after considering the advice and recommendation of the commission, in which case that schedule shall be applicable in the city. The applicable retention and disposition schedule shall constitute the authority to destroy, transfer, microphotograph or otherwise dispose of the designated records.

(b) Proposals to destroy records shall be reviewed by the commission which may issue a written recommendation regarding the proposed destruction. Thereafter, the proposal to destroy the records must be approved, in writing, by the head of the affected department, the city attorney, the commonwealth's attorney and the records administrator, each of whom, before issuing an approval, shall be provided a copy of the commission's written recommendation. The state archivist shall be informed of the disposition of any city records.

(c) No records shall be transferred, for any period of time, from the city records center or city archives to a private individual, historical society, library, museum, college, university or other private entity or facility, unless expressly authorized by the city manager or her designee.

Section 7. That Section 2-6-17 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. 2-6-17 Preservation of archival records.

The records administrator shall ensure the preservation of archival records by overseeing their placement in city archives and providing secure storage 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 to the state library of archival records which are required by law to be stored in state facilities.

Section 8. That Section 2-6-19 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. 2-6-19 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. Microforms 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.

Section 9. That Section 2-6-21 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. 2-6-21 Accessibility of records on microforms.

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

Section 10. That Section 2-6-22 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. 2-6-22 Public Records Advisory Commission.

A public records advisory commission is hereby established to perform the functions assigned to it by this chapter and 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 consist of seven citizen members to be appointed by the city council, for terms of two years, with membership composed, to the extent possible, of but not limited to professional archivists, records managers, historians and research specialists.

Section 11. 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: April 16, 1988