

# Ordinance No. 903

**AN ORDINANCE to amend Chapter 2 of The Code of the City of Alexandria, Virginia, 1953, as amended, by adding a new article thereto numbered VII, which Chapter 2 relates to ADMINISTRATION and which new Article VII relates to the RETENTION, REPRODUCTION AND DESTRUCTION OF RECORDS AND DOCUMENTS.**

WHEREAS, the records of the City of Alexandria, Virginia have increased to the extent that they are posing a serious storage problem, and

WHEREAS, it is desirable that some records be reproduced and thereafter destroyed, that some records be retained, and that some records be both retained and reproduced due to historical or other value, and

WHEREAS, it is desirable to establish a policy and a procedure with respect to the retention, reproduction and destruction of City records both at present and in the future.

**THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:**

Section 1. That Chapter 2 of The Code of the City of Alexandria, Virginia, 1953, as amended, be and the same hereby is amended by adding a new article thereto numbered Article VII to read as follows:

## **ARTICLE VII**

### **RETENTION, REPRODUCTION AND DESTRUCTION OF RECORDS AND DOCUMENTS**

#### **Sec. 2-87—STUDY OF RECORDS**

The City Manager is authorized to have a study made of all records of the City of Alexandria, Virginia to determine whether they should be retained, destroyed, or reproduced.

#### **Sec. 2-88—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 of Alexandria, Virginia, subject, however, to the provisions hereinafter contained.

#### **Sec. 2-89—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 of Alexandria, Virginia, subject however to the provisions hereinafter contained.

**Sec. 2-90—SUBMISSION OF RECORDS AND DOCUMENTS TO THE CITY OF ALEXANDRIA, VIRGINIA HISTORICAL RECORDS ADVISORY COMMISSION BEFORE DESTRUCTION**

No records, documents, papers, or other similar material of the City of Alexandria, Virginia shall be destroyed until they have first been submitted to and approved for destruction by the City of Alexandria, Virginia Historical Records Advisory Commission.

**Sec. 2-91—SUBMISSION OF RECORDS AND DOCUMENTS TO THE CITY ATTORNEY BEFORE DESTRUCTION**

No records, documents, papers, or other similar material of the City of Alexandria, Virginia shall be destroyed until they have first been submitted to and approved for destruction by the City Attorney of the City of Alexandria, Virginia.

**Sec. 2-92—REPRODUCTION AND FILING REQUIRED BEFORE DESTRUCTION**

No records, documents, papers or other similar material of the City of Alexandria, Virginia shall be destroyed until they have first been photographed, microphotographed, or otherwise accurately reproduced in durable form and put in convenient accessible files so they may be preserved for use .

**Sec. 2-93—REPRODUCTION OF RECORDS AND DOCUMENTS THAT MIGHT BE USED IN EVIDENCE**

No records, documents, papers, or other similar material of the City of Alexandria, Virginia which the City Attorney of Alexandria indicates might reasonably be expected to at some time be used in evidence shall be destroyed unless and until the reproduction thereof is made of substantially the same size as the original.

Section 2. That this ordinance shall be published in a newspaper of general circulation 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 Clerk of the Council shall note the date of introduction and first reading, the date of publication, the date of 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.

LEROY S. BENDHEIM  
Mayor

Final Passage: February 28, 1956