

**Subject:** Records Management Policy  
**Policy No.:** 300-0005  
**Effective Date:** 01/11/2021

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**PURPOSE:** To set guidelines and policies for the retention, boxing/labeling, transmittal/storage, retrieval and destruction of public records – both electronically and original hard copies.

**TERMINOLOGY:**

**Records Creation:** Records are created whenever your office either generates or receives information that gives evidence of its activities.

**What is a Record?** All documents, papers, letters, maps, books, microfilm, magnetic tape, Laserfiche, or other material, regardless of physical form or characteristics, made or received pursuant to law, or ordinance or in performance of functions by any employee, committee, board, elected official, department or other agency of the City of Woodstock, Georgia.

Records may include but are not limited to, completed forms, inspection reports, inventory lists, insurance claims, personnel records, payroll records, financial records, completed applications, work orders, faxes, contracts, resolutions, ordinances, deeds, easements, policies, receipts, correspondence, tickets, dockets, maps, drawings, photos, reports, memorandums, meeting minutes, notes, voice mail logs, calendars, photographs etc. whether in form of paper, sticky notes, media, microfilm, microform etc., and whether it be electronic, online or computer generated. Records can be created and stored anywhere, including but not limited to a file cabinet, bookshelf, computer, server, special software program, notebook, sticky notes, on or within a calendar, journal, within a software program, on city-premises, off city-premises, social media, websites, evites, just to name a few.

**Retention Schedule:** The City of Woodstock has adopted the Georgia Archives, Local Government Retention Schedule as now or hereafter amended. <http://georgiaarchives.org>

**BOXING/LABELING OF ORIGINAL DOCUMENTS AND ELECTRONIC STORAGE**

Original Ordinances, Resolutions, Active Contracts (Agreements, Intergovernmental Agreements, Memorandum of Understandings, Memorandum of Agreements, etc.) Proclamations, Deeds, Easements, Legislation, Minutes of the Mayor and Council and Woodstock Planning Commission, Active Council Policies, Property Records (Purchases, Leases, Abandonment, etc.) Street Dedications, Zoning Maps – shall be kept in a fireproof file cabinet and scanned into Laserfiche.

## **STORED ORIGINAL DOCUMENTS:**

- Preferred Box Size: Bankers Box 10”H x 12”W x 15”D Letter/Legal, White
  - Boxes should be labeled with a white label no smaller than a 3x5 and no larger than a 4x6.
    - Label should contain: Department# and Box # (assigned by Department); Record Type, Retention Schedule #; Destruction Date and Owner’s Name
    - Labels should be placed on one or both ends of the box – never the lid or the bottom of the box.
    - Keep records that are within the same retention period together in the same box. Do not put files that can be destroyed in two years together with files that you have to keep permanently.
    - Keep files in alphabetical/numerical order.
    - Face all files in the same direction so that single files are easily retrievable if necessary.
    - Each box needs to have a list of the specific contents typed and placed just under the lid. A copy should be given to the City Clerk’s office for cataloging.
    - Please be mindful of the weight of your boxes. Do not overload and make sure the box lid can be securely placed on the box.
- Rolled blueprints/plans should be rolled and tagged/labeled with Project, Date, Plan Type and Destruction Date.

## **TRANSMITTAL/STORAGE:**

The City of Woodstock has an off-site Storage Building/Records Room located at 210 Bell Park, Woodstock, GA.

Eligibility for Storage at City’s Records Room Facility:

- Must be City records;
- Must have a retention number assigned to the records;
- Must have at least one-year (12 months) of retention time remaining;
- The records must not be accessed more than 3 times per year;
- Records must be originals and not duplicated copies;
- The boxes/plans have been sufficiently labeled and organized for storage;

- A Records Management Form must be completed for each box and/or rolled plans requested to be stored in the Records Room. The form requires a signature from the Department Director, City Clerk.

## **RETRIEVAL**

- Only the City Clerk and the Deputy City Clerk will have the ability to access or give access to the storage room. The City Clerk's office will determine if they need to accompany a staff member while accessing the records room. Vendors
- A Records Management Form must be completed and signed in order to retrieve/return records from the storage room. This will ensure the integrity of the document and assist us with tracking.
- The department retains ownership of records during storage at the City Records Room. No one outside the department has access to any records without the originating department's approval.
- It will be at the discretion of the City Clerk/Deputy City Clerk as to whether a single file can be retrieved or if the requestor will have to sign out the entire box and search for the document themselves.
- If the record is to be returned, it will be checked out to the requestor for 30 days. If a record needs to be kept at the department after 30 days, call the City Clerk's Office to extend the time period or to request a permanent transfer back to the department.
- Records should be returned as soon as possible to maintain file integrity.

## **DOCUMENT DESTRUCTION**

- The Records Management Form must be completed and signed requesting documents be destroyed via the Georgia Archives Records Retention Schedule as now or hereafter amended PRIOR to the destruction of any documents. The Department Director and City Clerk must sign the form and then it shall be submitted to the City Council for final approval and signature.
- The City Clerk will partner with a AAA Certified (with the National Association of Information Destruction) vendor for the secure, compliant shredding of hard copy documents and/or media that have been approved and deemed eligible for destruction as per the Georgia Archives Record Retention Schedule and as approved by the Mayor and Council.
- The City Clerk and/or the IT Director will certify the destruction of any electronic documents from the Laserfiche Server and/or Email Server that have been approved and deemed eligible for destruction as per the Georgia Archives Record Retention Schedule and as approved by the Mayor and Council.
- A record of the City may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is

initiated before the expiration of a retention period involving the record. Staff is required by law to obtain authorization to destroy records from the Mayor and Council.

### **COMPLIANCE AND TRAINING**

- Department Directors are encouraged to assign someone from their department to serve as their Records Coordinator to work in conjunction with the City Clerk to ensure compliance with the Records Management Policy and Open Records Policy as well as any and all State Laws or Municipal Ordinances pertaining to records.
- The City Clerk in conjunction with the City Attorney will conduct or provide for annual training for staff on records management policies and procedures, how to conduct a record inventory, retention schedule updates and open records policies and procedures.
- Woodstock Municipal Court will ensure that employees with access to Municipal Court/Police Records obtain initial certification and annual recertification through GCIC's Security and Integrity Training Program conducted by the Georgia Bureau of Investigation Training Center.