City of Riverside
Administrative Manual

Effective Date: 07/2009
Review Date: 07/2012
Prepared by: City Clerk

Approved:

Department

City Manager

SUBJECT:

Records Retention and Disposition

PURPOSE:

To provide guidance for the retention and disposition of City Records.

POLICY:

All departments are responsible for maintaining current files. Files will be kept in the department in accordance with the Retention Schedule established by City Council Resolution. When no longer required to be kept in the department, files will be sent through the City Clerk's Office to the City's contract records storage facility.

The City Clerk will receive, store, and/or destroy all departmental records in accordance with the Retention Schedule. The City Clerk will destroy records only after obtaining the concurrence of the department concerned and the City Attorney.

Upon request, stored records are available to the originating department.

Records scheduled for destruction are screened by an archivist and those with historical significance may be retained in the City's archives for future use.

PROCEDURE:

Responsibility		Action
Departments	1.	Establish and maintain active files.
	2.	Transmit files to the City's contract records storage facility for storage in accordance with retention schedule by use of an Inventory/Disposition of Records Form. One copy shall accompany the records. One copy shall be sent to the City Clerk's Office.

PROCEDURE:

Responsibility		Action
		All records are to be packed in acid-free archive boxes which are available from Central Stores, and the Inventory/Disposition of Records Form shall be placed inside the box. Only records of a like retention period shall be placed in a box.
City Clerk	3.	Receives, catalogues, and stores records and maintains record index for retrieval of files.
	4.	When destruction of files is indicated, notifies the department concerned and furnishes the department a list of the files on an Inventory/Disposition of Records Form.
Departments	5.	Reviews list of files, approves or disapproves destruction and returns Inventory/Disposition of Records Form to the City Clerk.
City Clerk	6.	Forwards Inventory/Disposition of Records Form containing the department's recommendation to the City Attorney for his consent to destroy the records.
City Attorney	7.	Reviews department recommendations, indicates appropriate action, and returns Inventory/Disposition of Records Form to the City Clerk.
City Clerk	8.	Sends list of records to be destroyed to the Archivist.
Archivist	9.	Reviews list of records to be destroyed, indicates the records to be retained for historical purposes, and returns Inventory/Disposition of Records Form to the City Clerk.
City Clerk	10.	Destroys records approved for destruction and transmits to the archives the records to be retained for historical purposes.

Attachment:

1. Inventory/Disposition of Records

INVENTORY/DISPOSITION OF RECORDS

Date: .

DEPT./DIV. NAME: **Box/Barcode #**

RECORD TITLE and BOX NUMBER (if applicable) (File names)	YEARS COVERED	COMPLETE APPROPRIATE COLUMN:	
		DISPOSITION: P = Permanent or Eligible Destruction Date	TRANSFER TO ARCHIVES

TO BE COMPLETED ONLY WHEN ELIGIBLE FOR DESTRUCTION:

DEPARTMENT SIGNATURES

Recommended:

_____
Division Head

Approved:

_____
Department Head

Date:_____

CITY ATTORNEY'S CONSENT

Consent is hereby given to destroy the records enumerated above.

CITY ATTORNEY

By: _____

Title:_____

Date:_____

Presented to Archivist

By: _____

Title:_____

Date:_____

Date transferred to City Archives:

_____

Destruction Date:_____

By:_____