

ADMINISTRATIVE PROCEDURES



Procedure Number: 4-5
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Revision Date: 12/15/2014


County Administrator

SUBJECT: PIMA COUNTY RECORDS MANAGEMENT PROGRAM

**DEPARTMENT RESPONSIBLE: Clerk of the Board
Document and Micrographics Management Division**

I. STATEMENT

Records Management is the creation and implementation of systematic controls for records and information activities from the point of creation or receipt through final disposition or archival retention, including distribution, use, storage, retrieval, protection and preservation.

The Pima County Records Management Program is established by Board of Supervisors Policy No. C 4.2, and sets the guidelines for operating a County-wide Records Management Program as directed by the Arizona State Library, Archives, and Public Records (ASLAPR).

II. RESPONSIBILITIES

A. Document & Micrographics Management (D&MM)

1. Act as the County Liaison to ASLAPR.
2. Establish Program Guidelines.
3. Provide training/updates to designated department records managers and department record coordinators regarding rules, guidelines, standards and procedures.
4. Provide training mandatory for Pima County employees regarding their records management responsibilities.
5. Operate the Pima County Records Center to provide:
 - Economic storage of inactive paper records
 - Transportation of records
 - Destruction/shredding of confidential records
 - Recycling of non-confidential records
 - Permanent record preservation on microfilm
 - Digital files from micrographic images for department use
 - Secure, climate controlled microfilm vault storage
 - Scanning services
6. Provide guidance to departments regarding digital/electronic storage of their records in partnership with the Information Technology Department.

7. Maintain a Pima County Records Management Program intranet site for access to Program Guidelines and services.

B. County Departments

1. Comply with Records Management Program Guidelines.
2. Designate a Department Records Manager. (The Records Manager may also fill the role of the Record Coordinator identified below.)
3. Designate a Department Record Coordinator. Departments with specialized functional areas may have more than one Record Coordinator.

C. Department Records Manager

1. Manage administrative activities and make decisions on behalf of the department relating to the Pima County Records Management Program.
2. Monitor department compliance to Records Management Guidelines.
3. Monitor department record coordinator activities.

D. Department Record Coordinator

1. Attend Record Coordinator training scheduled by D&MM.
2. Perform department/division records management coordinator duties.

E. County Employees

1. Complete the mandatory records management training.
2. Preserve the records they have created in accordance with their Department Records Retention and Disposition Schedule.
3. Utilize their department Records Manager, Coordinator and/or D&MM as record management resources.