

ADMINISTRATIVE PROCEDURES



Procedure Number: 4-5

Effective Date: 07/08/2000

Revision Date: 6/5/19

C. Duellman
County Administrator

SUBJECT: **PIMA COUNTY RECORDS MANAGEMENT PROGRAM**

DEPARTMENT RESPONSIBLE: **Clerk of the Board
Management of Information and Records**

I. STATEMENT

Records Management is the development 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, description 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. Management of Information and Records (MIR)

1. Act as the County Liaison to ASLAPR.
2. Establish Program Guidelines.
3. Provide training/updates to designated department records managers and department records coordinators regarding rules, guidelines, standards and procedures.
4. Provide mandatory training for Pima County employees regarding their records management responsibilities.
5. Operate the Pima County Records Center to provide:
 - Economical storage of inactive paper records
 - Transportation of records
 - 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 storage, formats, metadata creation, discovery, and retention of their electronic 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 Records Coordinator identified below.)
3. Designate a Department Records Coordinator. Departments with specialized functional areas may have more than one Records 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. Ensure written policies and procedures outlining the department records management program are completed and implemented in partnership with MIR.
4. Monitor department records coordinator activities.
5. Document training of department staff on all applicable records management policies and procedures.

D. Department Records Coordinator

1. Attend Records Coordinator training scheduled by MIR.
2. Perform department/division records management coordinator duties.
3. Ensure ongoing staff compliance with all department records management policies and procedures.

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 MIR as record management resources.