



PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY

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Purpose

The Pima County Records Management Program is mandated by A.R.S. §41-151.14.

Background

It is the responsibility of the Document and Micrographics Management Division of the Clerk of the Board to administer the Pima County Records Management Program. The Program creates and implements systematic controls for records and information from the point of creation or receipt through the final disposition or archival retention, including the distribution, use, storage, retrieval, protection and preservation of County records regardless of the format of the record.

Policy

It is the policy of the Board of Supervisors that all Elected Officials, Appointing Authorities, and Department Directors require their departments/divisions to be active participants in the Pima County Records Management Program and adhere to the established guidelines administered by the Document and Micrographics Management Division.

Implementation

An Administrative Procedure shall be developed and Records Management Guidelines provided for the Program.

Applicability

This policy applies to all Pima County departments and boards, commissions and/or committees established by the Board of Supervisors.

Exceptions to this policy are the Pima County Superior Court which adheres to the record retention guidelines prepared by the Arizona Supreme Court, and the records separately and solely maintained by the Clerk of the Superior Court.

Adoption Date: July 5, 2000
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