



Personnel and Administrative Policy and Procedure

SUBJECT: VITAL RECORDS	EFFECTIVE DATE: DECEMBER 10, 2007 REVIEWED: August 2011 REVISED:
CATEGORY: 600 POLICY NUMBER: 600.7	CROSS REFERENCE: ATTACHMENTS: Disaster Preparedness and Recovery Plan; Milwaukie Municipal Code Chapter 2.35 -- City Records (Ordinance 1786)

Purpose: To establish a City wide policy, plan, and procedure for the protection of essential records from a disaster and for the recovery of City of Milwaukie records should any become damaged in a disaster.

Definitions

Records covered by this policy:

ORS 192.410(4) defines a public record to include:

“any writing containing information relating to the conduct of the public’s business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.”

ORS 192.410(6) further defines writing to include:

“handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.”

Objective: To develop appropriate protective measures for responding to actual or potential emergencies or disasters that could affect essential City records identified in contingency planning. This is the records management aspect of emergency management.

Scope: This policy applies to all employees who create, receive, and maintain City of Milwaukie records.

Policy: The policy of the City of Milwaukie is to ensure that its vital records are identified and protected from natural and man-made disasters; and that procedures are in place and tested that will afford the most efficient and cost effective damage prevention and recovery of all valuable City public records damaged in a disaster.

Responsibility

City Recorder

- Serves as the City’s Records Officer and Recovery Coordinator, as designated by the City Manager¹, with full authority to develop and implement plans and procedures for protecting City essential records damaged in a disaster in conjunction with the City Emergency Management Plan.²
- Work with and through the Records Recovery Disaster Team

¹ MMC 2.35.030 – Duties of the records officer

² MMC 1.15.010 Plan adopted

Department Heads

- Implement and actively comply with the records management program for their departments.
- Appoint a records officer for the department to carry out the program.

Department Records Officers

- Implement and actively comply with the records management program for their departments.
- Represent their respective departments on the Records Disaster Recovery Team.

Records Recover Team

- Assist in the development of all parts of the Records Disaster Plan.
- Under the direction of the Recovery Coordinator, lead and participate in all responses and recovery efforts.