

# ADMINISTRATIVE PROCEDURES



Procedure Number: 4-5

Effective Date: 07/08/2000

Revision Date: 03/24/09

  
County Administrator

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**SUBJECT: PIMA COUNTY RECORDS MANAGEMENT PROGRAM**

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

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## **I. STATEMENT**

The Pima County Records Management Program, administered by the Document and Micrographics Management Division (D&MM) of the Clerk of the Board, is mandated by A.R.S. §41-1346, and sets the standards for operating a County-wide Records Management Program as directed by the Arizona Department of Library, Archives, and Public Records (ASLAPR). The purpose of a Records Management Program is to maintain an active, continuing program for the economical and efficient management of public records.

## **II. RESPONSIBILITIES**

### **A. Document & Micrographics Management**

1. Comply with rules, standards and procedures adopted by the director of ASLAPR.
2. Act as the coordinator and liaison with ASLAPR.
3. Administer the Pima County Records Management Program and instruct Pima County employees on their responsibilities for managing public records.
4. Provide training for department Records Coordinator(s).
5. Operate the Pima County Records Center and provide the following services:
  - a. Economic storage of inactive records
  - b. Pick-up and delivery services
  - c. Confidential destruction of records
  - d. Microfilming and document scanning
  - e. Temperature controlled vault storage for disaster recovery purposes
6. Assist with the development of Electronic Document Management Systems (EDMS).
7. Assist with the development of division/department *Records Retention and Disposition Schedule* (Retention Schedule).

### B. County Departments

1. County departments must comply with the Pima County Records Management Program.
2. Designate an individual, as the division/department Records Coordinator, who will work with D&MM. Departments with specialized functional areas may have more than one Records Coordinator.
3. Ensure all department employees complete the Records Management Program Training Courses and maintain a certification of training completion.
4. Identify record types created by the department, assign them to a record series and develop a comprehensive Retention Schedule (See Administrative Procedure No. 4-6).
5. Departments must submit to D&MM a *Request for Document Imaging Implementation of Public Records Form* prior to scanning or microfilming any records or implementing a document imaging system (See Administrative Procedure No. 4-8).

### C. Records Coordinator

1. Attend the Records Coordinator Training Courses provided by D&MM.
2. Act as the custodian of their State approved Retention Schedule and as the resource for department/employee records management issues.
3. At a minimum, every two years review the Retention Schedule (See Administrative Procedure No. 4-6).
4. Prepare the *Request for Document Imaging Implementation of Public Records Form* for D&MM review and State approval (See Administrative Procedure No. 4-8).
5. Receive and preserve information regarding litigation holds.

### D. Employees

1. Adhere to the rules and guidelines of the Pima County Records Management Program.
2. Complete the Records Management Program Training Courses as provided by D&MM.
3. Utilize the Records Coordinator and D&MM as records management resources.

## III. **EXCEPTION**

This Administrative Procedure does not apply to Clerk of the Superior Court.

## IV. **RELATED ADMINISTRATIVE PROCEDURES**

- A. Administrative Procedure No. 4-6, Department Records Retention Schedules
- B. Administrative Procedure No. 4-7, Storage/Retrieval/Destruction of Department Records
- C. Administrative Procedure No. 4-8, Document Imaging of Department Records