

**PIMA COUNTY, ARIZONA  
BOARD OF SUPERVISORS POLICY**

<b>Subject:</b> PIMA COUNTY RECORDS MANAGEMENT PROGRAM	<b>Policy Number</b>	<b>Page</b>
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**Purpose**

This policy describes the Pima County Records Management Program as mandated by A.R.S. §41-1346.

**Background**

It is the responsibility of the Document and Micrographics Management Division of the Clerk of the Board to establish and maintain the Pima County Records Management Program. This program creates and implements systematic controls for records and information from the point of creation or receipt through final disposition or archival retention, including the distribution, use, storage, retrieval, protection and preservation of County records. In Pima County, this is accomplished by operating a Records Management Center for the maintenance of inactive records, establishing standards and procedures for stored records, maintaining a secure vault for the maintenance of micrographic and machine readable records and operating a Micrographics Center. Standards for this program have been established by the Arizona Department of Library, Archives and Public Records.

**Policy**

It is the policy of the Board of Supervisors that all Elected Officials, Appointing Authorities and Department Directors are responsible to ensure their departments/divisions participate in the Pima County Records Management Program and adhere to the established guidelines administered by the Document and Micrographic Management Division.

**Implementation**

The County Administrator shall distribute an administrative procedure outlining the guidelines of the Pima County Records Management Program.

**Applicability**

This policy applies to all departments and special districts of Pima County, whether under the supervision of an elected or appointed official. The only exception is the Clerk of the Superior Court which maintains a separate Records Center.

**References**

A.R.S. §41-1346, et.seq.  
Pima County Administrative Procedure 4-5

Effective Date: 7/5/00