



Text File

**Introduced:** 9/11/2012

**Bill No:** 2012-0721, **Version:** 1

**Committee:** Committee on Finance and Law

**Status:** Passed Finally

SPONSORED BY COUNCILMAN PATRICK DOWD

An Ordinance supplementing the Pittsburgh Code, Title One, Administrative, Article I: General Provisions, Article IX: Boards and Commissions, by adding a new section entitled *Commission on City Archives*.

**Be it resolved by the Council of the City of Pittsburgh as follows:**

**Section 1.** The Pittsburgh Code, Title One, Administrative, Article I: General Provisions, Article IX: Boards and Commissions, is hereby supplemented by adding a new section entitled *Commission on City Archives*.

**TITLE ONE, ARTICLE IX, CHAPTER 179C: COMMISSION ON CITY ARCHIVES**

**Section 179C.01- DEFINITIONS**

- (a) **Record(s)**- Any City-produced book, paper, report, presentation, photograph, map, application or other documentary material, regardless of physical characteristic, deemed appropriate by the Commission for preservation
- (b) **Departments**- Departments of the City of Pittsburgh that are required to create their own archival plan: Public Works, Finance, City Planning, Public Safety, City Council, Mayor's Office, City Information Systems, Law, Personnel
- (c) **Archive Plan**- A plan created and implemented by each City department, overseen by the Commission on City Archiving that will preserve and make accessible records from each department. Once approved by the Commission, it becomes the City policy.
- (d) **Department Representative**- The Department Head or her/his designee shall sit on the Commission

**Section 179C.02- CREATION AND DUTIES**

- (a) The purpose of the Commission is to establish and oversee the implementation of policies related to the preservation of City records that have informational value to the public for current operational purposes

as well as historical analysis.

- (b) No City record shall be disposed of until archive plans are promulgated by the Commission on City Archives.
- (c) The Commission on City Archives shall oversee the implementation of archive plans
- (d) The Commission will advise Department Representatives on creation of archive plans.

### **Section 179C.03- MEMBERSHIP**

The Commission shall exist of the following members:

- (a) The City Clerk or her/his designee shall chair the Commission
- (b) Department Heads or her/his designee
- (c) Council President or her/his designee
- (d) At least one member of the preservation community to be nominated by the mayor and approved by city council
- (e) At least one member of the archive community to be nominated by the mayor and approved by city council

### **Section 179C.04- ESTABLISHMENT OF ARCHIVE POLICY**

The City shall establish policies on archiving based on the following process:

- (a) Each department shall conduct a survey of records
- (b) The Commission will work with members of the archive and preservation communities to establish best practices for archive plans
- (c) The Commission will establish broad guidelines to be applied across all departments
- (d) Department Representatives will work to establish archive plans
- (e) Department archive plans will be brought to the Commission for review for possible amendments and approval
- (f) The Commission will submit approved archive plans to City Council to be read and filed
- (g) The Commission will provide annual reports to the Mayor, City Controller, and City Council on the

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