Legislation Details (With Text)

File #:	2018-0540 **Version:** 1		
Type:	Ordinance	**Status:**	Passed Finally
File created:	6/1/2018	**In control:**	Committee on Finance and Law
On agenda:	6/5/2018	**Final action:**	6/19/2018
Enactment date:	6/19/2018	**Enactment #:**	18
Effective date:	6/28/2018		
Title:	Ordinance supplementing the Pittsburgh City Code, Title One, Administrative, Chapter 154, to create a Division of Records Management within the Office of the City Clerk in order to encompass policy, planning, and management of active and inactive City records and to formalize the status of the Division.		
Sponsors:	Bruce A. Kraus		
Indexes:	PGH. CODE ORDINANCES TITLE 01 - ADMINISTRATIVE		
Code sections:			
Attachments:	1. 2018-0540 Strategic Plan Records Management Division.pdf		

Date	Ver.	Action By	Action	Result
6/28/2018	1	Mayor	Signed by the Mayor	
6/19/2018	1	City Council	Passed Finally	Pass
6/13/2018	1	Standing Committees	Affirmatively Recommended	Pass
6/5/2018	1	City Council	Read and referred	

Ordinance supplementing the Pittsburgh City Code, Title One, Administrative, Chapter 154, to create a Division of Records Management within the Office of the City Clerk in order to encompass policy, planning, and management of active and inactive City records and to formalize the status of the Division.

The Council of the City of Pittsburgh hereby enacts as follows:

Section 1.

CHAPTER 154: - Records Management Division

154.01 - Purpose of Divison.

The City Clerk shall maintain a Records Management Division to manage, store, preserve, and make publicly available records of enduring value to the City, and to implement and oversee citywide records management policy, regulations, guidance and training.

154.02 - Responsibilities of Division.

Said division shall:

(a) develop procedures, standards and techniques and promulgate policies and regulations in

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relation to records and archives management;

(b) prepare inventories, indexes, guides, and other aids to facilitate the use of records in its custody;

(c) create and implement retention and disposition schedules for all City departments subject to applicable state and federal laws;

(d) establish procedures for the lawful transfer and disposition of all noncurrent records;

(e) appraise and preserve all inactive municipal records for their historical, administrative, legal, fiscal, cultural or other important value;

(f) establish and operate an archives repository in order to store, secure, process and preserve said records and to make them available for governmental reference and public use;

(g) and receive inactive archival records, being those records which have enduring historical or administrative value from departments, agencies, offices, commissions, and boards, whether extant or defunct, as well as the records of all officials and agents of the city of Pittsburgh when those records are no longer necessary for conducting current business.

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