



## Text File

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**Bill No:** 2018-0539, **Version:** 1

**Committee:** Committee on Finance and Law

**Status:** Passed Finally

Ordinance amending the Pittsburgh Code, Title One, Administrative, Article I: General Provisions, Article IX: Boards and Commissions, by changing the name of the *Commission on City Archives* to the *Records Management Advisory Commission*, adding definitions, and amending the Commission's duties and membership.

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

**Section 1.** The Pittsburgh Code, Title One, Administrative, Article I: General Provisions, Article IX: Boards and Commissions, is hereby amended as follows:

### **TITLE ONE, ARTICLE IX, CHAPTER 179C: RECORDS MANAGEMENT ADVISORY COMMISSION**

#### **Section 179C.01- DEFINITIONS**

- (a) **Record(s)** - Any book, correspondence, drawing, form, image, map, paper, photograph, presentation, report, application or other documentary material, regardless of physical characteristic, made or received by a City entity under law or in connection with the exercise of its powers and the discharge of its duties.
- (b) **Records Retention Schedule** - A document that identifies and describes a department's records and provides instructions for the disposition of records throughout their life cycle.
- (c) **Records Liaison** - An individual who serves as the liaison between a City department and the City Clerk's Office in all matters related to the department's records.

#### **Section 179C.02- DUTIES**

- (a) The purpose of the Records Management Advisory Commission (hereafter called the Commission) is to establish and oversee the implementation of policies related to City records management and the preservation of archival records.
- (b) The Commission shall oversee the implementation of retention schedules and the transfer of inactive records to the City Clerk's Office's custody.
- (c) No City record shall be disposed of without the review and approval of the City Archivist until retention

schedules are promulgated by the Commission.

- (d) The Commission shall facilitate and maintain effective communication between the City Clerk's Office and each City department on all issues related to records management.

### **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) Records Liaisons from each City department, designated by Department Heads.
- (c) The City Archivist, who will work with Records Liaisons to establish and maintain up-to-date retention schedules and facilitate the disposition of inactive records.
- (d) Council President or her/his designee.