

ORDINANCE

#19-04

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DUBLIN ADDING A NEW SECTION 2-4 "RECORDS MANAGEMENT" OF ARTICLE I OF CHAPTER 2, ADMINISTRATION, OF THE CODE OF ORDINANCES OF THE CITY OF DUBLIN ADOPTING CERTAIN RECORDS RETENTION SCHEDULES OF THE GEORGIA ARCHIVES DIVISION OF THE UNIVERSITY SYSTEM OF GEORGIA; TO DESIGNATE THE CITY CLERK AS THE RECORDS MANAGEMENT COORDINATOR; TO AUTHORIZE THE CITY CLERK TO ESTABLISH OTHER POLICIES CONCERNING THE RETENTION OF RECORDS AND THE DISPOSITION OF RECORDS; AND TO SET AN EFFECTIVE DATE.

WHEREAS, the Mayor and Council of the City of Dublin are required to and desire to establish certain schedules for the retention of government records of the City; and

WHEREAS, the Georgia Archives Division of the University System of Georgia has promulgated certain schedules for local governments and judicial branch retention schedules which are reviewed and updated every two years; and

WHEREAS, the Mayor and Council of the City of Dublin desire to adopt said retention schedules as currently approved and as amended in the future; and

WHEREAS, the Mayor and Council of the City of Dublin desire to designate the City Clerk as the records manager for the City of Dublin; and

WHEREAS, the Mayor and Council of the City of Dublin desire to authorize the City Clerk to promulgate additional policies concerning the retention of records for the City of Dublin.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DUBLIN HEREBY ORDAIN AS FOLLOWS:

SECTION ONE:

There is a new Section 2-4 added to Article I of Chapter 2 of the Ordinances of the City of Dublin which shall read as follows:

Section 2-4. – Records Management.

The city council adopts the records retention schedules for local governments and the judicial branch retention schedules as applicable to city records as promulgated by the Georgia Archives Division of the University System of Georgia, as amended. The City Clerk is designated as the records manager for the City of Dublin. As records manager, the City Clerk is authorized to implement policies concerning the retention of all records of the City of Dublin, including, but not limited to, the extension of any period designated for any record as scheduled by the Georgia Archives Division. No record of the City shall be destroyed except as authorized by the schedules adopted herein or as designated by the City Clerk pursuant to a written policy. All ordinances and parts of ordinances in conflict herewith are repealed.

SECTION TWO:

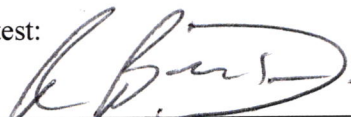
This ordinance shall be effective at 12:00 noon on the fifth day after adoption.

SO ORDAINED THIS 18th DAY OF APRIL, 2019, by a vote of (5) FOR and (0) AGAINST.



PHIL BEST, SR., MAYOR

Attest:



R. BLAKE DANIELS, FINANCE DIRECTOR/CITY CLERK

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