

# Records Management: Retention and Destruction



**Jennifer Day, CA**  
**Archivist, Office of City Clerk**  
**The City of Oklahoma City**

# ARMA International GARP



- Accountability
- Integrity
- Protection
- Compliance
- Availability
- Retention
- Disposition
- Transparency

# OK Records Management Act 67 O.S. 201



Definition of a Record: “... material ... regardless of physical form or characteristics ... made or received ... in connection with the transaction of official business, the expenditure of public funds, or the administration of public property.”

# Lifecycle of Records



Creation

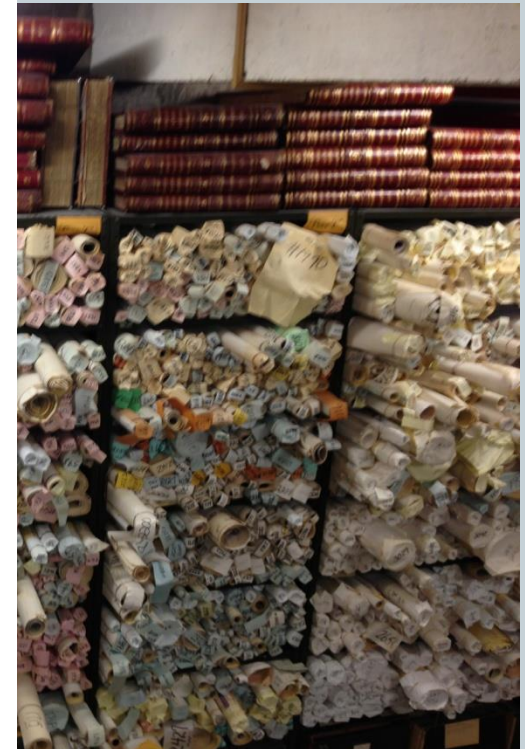
Use

Storage

Destroy or Archive



# Taking Inventory



Series	Sub-series

The City of Oklahoma City  
Records Inventory Worksheet

1. Department: <b>City Clerk's Office</b>	2. Division: <b>Records Management</b>
3. Contact Name: <b>Jennifer Day</b>	4. Contact phone: <b>297-2427</b>
5. Record Series Title: <b>Journal of Council Proceedings</b>	6. Record Sub-series Title: <b>n/a</b>
7. Record Series description: Agenda of City Council meetings with votes and notes included. Attachments include item memos, resolutions, ordinances, contracts, letters, and other supporting material.	
8. Record medium (with extent): <b>Paper and electronic duplicate</b>	9. Retention requirements (include citation with form): <b>None</b>
<ul style="list-style-type: none"> <li>• Paper <b>35 cubic feet</b></li> <li>• Electronic <b>125 mb, pdf files</b></li> <li>• Microform</li> </ul>	10. Data privacy classification: <b>Public</b>
<ul style="list-style-type: none"> <li>• Other (specify)</li> </ul>	11. Record termination period or event: <b>None (continuous)</b>
13. Are these vital records essential to conducting business? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, which documents are vital and why? <b>Official records of the action of City Council</b>	12. Does this Dept. maintain duplicates in any medium? <b>Electronic duplicates on SIRE</b>
14. Volume (see chart) <b>Office 35 cf</b>	Volume chart to determine cubic feet Letter size drawer= 1.5 Legal size drawer= 2.0 Office supply box= 1.0 (12"x15"x10")
Inclusive Dates <b>1996-2011</b>	Off-site or in storage Inclusive Dates
15. Survey completed by <b>Jennifer Day</b>	Date <b>May 14, 2013</b>

# Retention Schedules



- §11-22-131 Oklahoma Statute on Records retention
  - 1 / 2 / 5 / 10 / 15 year groupings
- 1. General Schedule: Admin, Financial, Legal, Personnel
- 2. Department Specific

# General Schedule



Unique ID	Name	Description	Disposition	Legal Citation
AMD1-001	Abstracts	Land documents for parcels owned by The City of Oklahoma City	Permanent	none
FIN3-015	Bonds, General Obligation Issues and Revenue Bonds (Notes)	Includes records relating to the financing of municipal projects through bonded indebtedness.	Life of bond plus 3 years	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

# Records Management Policy



- Purpose statement
- Scope of the policy
- Cite authority for policy- open records law, IRS regulations, etc.
- Identify the Records Manager, or coordinator
- Define specialized terminology
- Outline the procedures
  - Removal and retrieval
  - When and how to destroy
  - Handling records requests



# Procedures



- Filing and marking
- Annual review
- Long term storage, archiving
- Destruction

# Oklahoma Archives and Records Commission



The Archives and Records Commission is a five member statutory board created in 1947 (67 O.S., Section 305). With certain exceptions, it has the sole, entire and exclusive authority for the disposition of all public records and archives of state officers, departments, boards, commissions, agencies, and institutions.

# Archival Records



- Permanent retention for legal or administrative purposes
- Historical significance



# Destruction



- Document everything!



# QUESTIONS?

Jennifer Day  
[jennifer.day@okc.gov](mailto:jennifer.day@okc.gov)  
405-297-2427



ARMA generally accepted recordkeeping principles:  
<http://www.arma.org/r2/generally-accepted-br-recordkeeping-principles>

Oklahoma Department of libraries Records management forms:

<http://www.odl.state.ok.us/oar/recordsmgt/forms.htm>

Oklahoma Archives and Records Commission rules

<http://www.odl.state.ok.us/oar/docs/oar-rules.pdf>