

TOWN OF COLLIERVILLE

RECORDS MANAGEMENT MANUAL

I. Records Management Plan/Policy, Purpose and Scope

The purpose of the Records Management Plan is to establish a uniform Town policy to provide effective controls over the creation, distribution, use, retention, storage, retrieval, protection, preservation and final disposition of the records that are essential to the administration of the Town. This program is created to:

A. Provide for the proper and efficient management of the public records of Town of Collierville from creation to disposition in the following sequence:

1. Preparation for records storage
2. Creation and maintenance of a records storage system
3. Rapid retrieval
4. Retention and disposition scheduling
5. Microfilm or optical imaging applications
6. Destruction or transfer to archives or permanent storage
7. Disaster planning and recovery

B. Promote efficient administrative practices through the designation Department Records Coordinators.

C. Minimize overhead expense; reduce need for office space, filing equipment, file maintenance and staff time.

D. Improve responsiveness to information retrieval requests by the public.

II. Authority, Duties and Responsibilities

A. The Town Recorder will administer the Records Management Plan and serve as the Town's liaison to the Tennessee State Library and Archives with the following specific duties:

1. Maintain and annually distribute to Department Records Coordinators the most current edition of the Town's Records Management Plan and, *Records Management for Municipal Government* including retention schedules which serve, in conjunction with the Tennessee State Library and Archives – Tennessee Archives Management Advisory (TAMA) 99-08 entitled “Appraisal and Disposition of Records” as the official policy and technical guides for records management.

2. Assure that records are periodically transferred to the Tennessee State Library and Archives or to the Town's Records Preservation Site, as appropriate.

3. Provide annual training and ongoing technical assistance and direction to the Department Records Coordinators regarding all policies and procedures of the Records Management Plan.

B. The **Department Heads** have the authority and responsibility to:

1. Appoint Department Records Coordinators to administer the department's Records Management Program.

2. Maintain a departmental Records Retention and Disposition Schedule that accurately lists all department records.

3. Assure that records are periodically transferred to the Tennessee State Library and Archives or to the Town's Records Preservation Site, through the Town Recorder.

4. Review the department's *Records Retention and Disposition Schedule* at least once annually to ensure it is complete and accurate.

C. The **Department Records Coordinators** will be appointed by the appropriate department heads to administer the records management program within their department or division. The Department Records Coordinators will adhere to the records management policies set forth herein with the following specific duties:

1. Prepare and maintain a master records inventory of all file series within the department or division.

2. In accordance with the department or division *Records Retention and Disposition Schedule*, establish an ongoing, periodic calendar for destroying records or forwarding records to the Tennessee State Library and Archives or to the Town's Records Preservation Site as directed by the Town Recorder.

3. Assist and provide technical guidance and training to involved personnel within the department and provide liaison with the Town Recorder.

III. Retrieval, Storage and Protection of Records

A. The Municipal Technical Advisory Service's *Records Management for Municipal Government*, in conjunction with the Tennessee State Library and Archives – Tennessee Archives Management Advisory (TAMA) 99-07 entitled "Guidelines for the Use of Digital Imaging for Permanent Records" as the official policy and technical guides for records retrieval, storage and protection.

B. A master records inventory of all files within each department and division must be prepared, updated on an annual basis and forwarded to the Town Recorder

on the specified forms.

C. A department *Records Retention and Disposition Schedule*, based on the retention schedules within MTAS's *Records Management for Municipal Government*, must be updated annually for submission to the Town Recorder. This Schedule may be supplemented to indicate archival/permanent records that do not appear on the MTAS schedule and require storage at the Town Records Preservation Site. All department and division schedules and suggested modifications to the MTAS schedule must be routed through the Town Recorder to be forwarded for approval by the Town Administrator.

D. All vital records, as defined in the Tennessee State Library and Archives – Tennessee Archives Management Advisory (TAMA) 99-08, must be identified and duplicated for storage off-site as directed by the Town Recorder.

IV. Archival and Historic Records Retention/Disposition of Records

A. Archival records will be retained as recommended by the provisions of Tennessee Archives Management Advisory (TAMA) 99-08 and permanently stored Town's Records Preservation Site or in the Tennessee State Library and Archives. All historic records not specified as "permanent" or "archival" in a current MTAS Records Retention and Disposition Schedule will be stored at the Town Records Preservation Site.

B. Approval for destruction of records, including permanent records that have been converted to another physical format (such as microfilming), must be requested on forms provided by the Town Recorder at least thirty days prior to destruction. Records scheduled for destruction, as defined in the MTAS Records Retention and Disposition Schedule, must be clearly marked "Destroy after (date)" if they are stored in the Town Records Preservation Site. (If an investigation or litigation is pending or ongoing, records cannot be destroyed until the investigation is completed or the litigation resolved.)

V. Disaster Response

A. The department master records inventories, which identify the subject and location of records, will be stored in a secure, off-site location to expedite the removal/retrieval of vital and archival/permanent records in an emergency such as a flood, fire, hurricane or earthquake.

B. In the event of a disaster, the initiation of communications, assessment of record damages and salvage of records will be performed in accord with the Town's Emergency Operations Plan.