

TOWN OF COLLIERVILLE

Records Management Plan

The Records Management Plan with its component, the Records Management Manual, is designed to ensure a high level of customer service. The Plan provides a comprehensive, uniform system for the efficient management, access, elimination and storage of Town records.

The purpose of the Plan is to:

- Define a records management policy
- Retrieve, store and safeguard records
- Archive records for the use of future generations
- Destroy outdated records for efficient storage space management

The following paragraphs summarize the components of the Plan.

Records Management Policy

- The Town Recorder shall be the Town's Records Officer and will coordinate the implementation and maintenance of the Records Management Policy.
- Department Records Coordinators designated by the department heads will implement and maintain departmental records under the direction of the Town Recorder.
- The Records Management Manual (RMM) prepared in accord with the Municipal Technical Advisory Service's (MTAS) reference guide "Records Management for Municipal Governments" and Tennessee State Library and Archives – Tennessee Archives Management Advisory (TAMA) 99-08 entitled "Appraisal and Disposition of Records" will serve as the official policy and technical guides to records management.
- The Department Records' Coordinators will be trained by the Town Recorder initially and periodically in the use of these guides.

Retrieval, Storage and Protection of Records

- As funds are available, all departments will duplicate vital records as defined in the RMM for the purpose of storing duplicate records in a secure off-site location.

- The RMM will be amended periodically by the Town Recorder with approval by the Town Administrator to reflect advanced storage, retrieval and safety systems for various record types.
- The Town will explore the potential of using a Geographic Information System for managing records.

Archival, Retention/Disposition of Records

- Archival records will be retained as recommended by the Tennessee State Library and Archives under the provisions of TAMA 99-08.
- Except for Board of Mayor and Aldermen (BMA) magnetic audio tapes and informational packets, destruction of records will be implemented in accordance with MTAS schedules.
- BMA magnetic audio tapes will be retained for a period of three (3) years BMA informational packets will be retained for a period of ten (10) years. Tapes and packets will be stored at a Town Records preservation site specified by the Town Recorder.
- Archival/permanent records will be stored at a Town records preservation site specified by the Town Recorder.

Electronic Records

- Electronic records consist of magnetic tapes and disks, optical disks, compact disks (CD), and any other form of magnetic, electronic, or digital media and their associated software programs, documentation, manuals or instructions.
- Unless otherwise specified by this plan or by law, the retention and disposition requirements for all records are the same regardless of the format (paper, microfilm, or electronic).
- Electronic records not listed on a retention schedule must be added.

Disaster Plan

- A specific plan for the protection, recovery, and/or salvage of public records involved in a disaster will be developed and included in the Town's Emergency Operations Plan at the earliest possible date.