

RECORDS CENTER MANAGEMENT

I. PURPOSE:

The following guideline establishes policies and procedures for the storage of public records in the City's Record Center.

II. RESPONSIBILITY:

The City Manager's Office will be responsible for administering this procedure guideline.

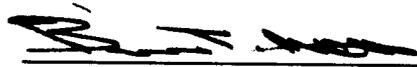
III. POLICY:

It will be the policy of the City of Little Rock to provide a facility for the storage of public records and documents until such time as they are disposed of in accordance with State and Federal Law, City Ordinance, generally accepted accounting practices and administrative discretion. Some records and documents will be retained permanently for future reference of historical significance.

IV. PROCEDURE

- A. The Records Center is located at the Fire Training Academy, which is located at 7000 Murray Street. Each Department will have a section of the Records Center assigned to it and all materials are to be kept in the designated areas.
- B. It will be the responsibility of each Department to maintain records in their assigned storage area in a neat and orderly manner. Any system for organization, retrieval or disposal of records within the area is at the discretion of the individual Department.
- C. All records should be in appropriate storage containers or boxes available through the City's current office supplies provider, and be clearly labeled with the name of the Department and the destroy date.
- D. The Record Center is designed for file boxes, cabinets and storage bins for plans and maps. The records storage area shall not be used for unboxed material, furniture and office equipment.

Approved:



Bruce T. Moore
City Manager