

ORDINANCE 2015-006

AN ORDINANCE OF THE CITY COUNCIL OF PATTERSON, GEORGIA APPROVING AND ADOPTING THE CITY OF PATTERSON RECORD RETENTION SCHEDULE; TO PROVIDE FOR AN EFFECTIVE DATE; TO REPEAL ANY PRIOR CONFLICTING ORDINANCES.

WHEREAS, the City of Patterson does not currently have in place a written, official, record retention schedule; and

WHEREAS, the Council desires to adopt a record retention schedule to ensure the preservation and maintenance of records of the City of Patterson in accordance with the law; and

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PATTERSON HEREBY ORDAINS AS FOLLOWS:

SECTION ONE. The City hereby amends the Code of the City of Patterson by adding the following sections:

ARTICLE _____
MANAGEMENT OF CITY RECORDS

Section ____. **Records retention schedule adopted.**

Pursuant to O.C.G.A. § 50-18-90 et seq. (the "Georgia Records Act"), the City of Patterson has adopted the *Retention Schedule for Local Government Records* as published by the Division of Archives and History, Office of the Secretary of State, and any such amendments or updates as may be hereafter made to such *Retention Schedule for Local Government Records*.

Sec. ____. **Maintenance of records.**

All City of Patterson records shall be maintained in accordance with the approved retention schedules in the most updated version of the *Retention Schedule for Local Government Records*.

Sec. ____. **Coordination of records management plan.**

The City Clerk shall serve as the coordinator of the records management plan and is authorized to act for and on behalf of the city in directing and coordinating all records management matters under the "Georgia Records

Act" (O.C.G.A. § 50-18-90 et seq.) and this ordinance. In discharging the records management records destruction duties, the City Clerk shall, whether personally or by delegation, maintain all records in accordance with the *Retention Schedule for Local Government Records* adopted herein, and shall not destroy, allow, or direct any employee to destroy, any record except as provided on the aforesaid retention schedule.

Sec. ____. **Certification of destruction.**

Whenever any records are destroyed, a certificate of destruction shall be prepared and forwarded to the mayor and council which shall show the type of records destroyed, the approved retention schedule number, the dates covered, and the volume destroyed. These memoranda of destruction shall be kept by the City Clerk in a central location.

SECTION TWO. This Ordinance shall take effect immediately upon passage. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SO ORDAINED this 14th day of August, 2015.

ATTEST:


RAY CUNNINGHAM
City Clerk

CITY OF PATTERSON


GEORGE DENISON, JR.
Mayor

(SEAL)

First Reading: 7-10-15
Second Reading: 8-14-15