

CHAPTER I. ADMINISTRATION

ARTICLE 10. RECORDS MANAGEMENT PROGRAM OF THE CITY OF LEAWOOD

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ARTICLE 10. RECORDS MANAGEMENT PROGRAM OF THE CITY OF LEAWOOD

- 1-1001. SHORT TITLE.** This ordinance shall be known and may be cited as the "Records Management Program of the City of Leawood".
(Ord. 1634C; 12-02-96)
- 1-1002. PURPOSE.** The City of Leawood's records management program is intended to provide for the proper and efficient management of government records.
(Ord. 1634C; 12-02-96)
- 1-1003. DEFINITIONS.**
- Active Records.*** Records in current use; often retained in offices because frequent reference is needed.
- Archives.*** Official records possessing permanent value.
- Essential records.*** Any record of the city necessary to the resumption or continuation of operations of the city in an emergency or disaster, including but not limited to the re-creation of the legal or financial status of the city or to the protection and fulfillment of obligations to the residents of the city.
- Inactive Records.*** Records which are seldom referred to, but which must be retained temporarily or permanently because of administrative, fiscal, legal, historical and/or research value.
- Municipal records.*** All records created, maintained, received by the City of Leawood, Kansas, its officers or employees.
- Nonrecords.*** All material not usually included within the definition of records, including, but not limited to, unofficial copies, reference publications, processed documents, etc.

Records. All documents, papers, letters, reports, drawings, plans, ledgers, maps, disks, microfilm, sound or video recordings, photographs and/or other material, regardless of physical form or characteristics, created, maintained or received by the City of Leawood, its officers or employees.

Records Management. A system of efficient and effective techniques used in the creation, storage, retrieval and disposition of recorded information.

(Ord. 1634C; 12-02-96)

1-1004. RESPONSIBILITIES. It shall be the responsibility of each officer and employee of the City to maintain, preserve and dispose of records in accordance with applicable federal or state law and with such rules as may be instituted by the City.

It shall be the responsibility of the City Clerk to oversee administration of the Records Management Program of the City of Leawood. Each department shall cooperate with the City Clerk in applying standards, procedures and techniques designed to improve the management of the City's records.

Each City department shall be the legal custodian of its active and inactive records. The City Clerk shall be the legal and physical custodian of all records transferred to the archives.

(Ord. 1634C; 12-02-96)

1-1005. PROGRAM ADMINISTRATION. The Records Management Program shall be administered in such a way as to assure that the records of the City of Leawood are professionally managed, including proper and effective maintenance, preservation and disposition.

The City shall develop rules and regulations as may be necessary and proper to implement and maintain the City's Records Management Program. Once approved, such rules and regulations shall be binding on all employees and officers as well as on all commissions, boards, committees or similar entities of the City.

(Ord. 1634C; 12-02-96)

1-1006. INVENTORY ESTABLISHED. Each department and/or division of the City shall create and maintain an inventory of records adequate and proper to document functions, policies, decisions, procedures, and essential transactions of the City.

(Ord. 1634C; 12-02-96)

1-1007. RETENTION AND DISPOSAL PROCEDURES ESTABLISHED. City staff shall prepare retention and disposition schedules for all inventoried records. Said schedules shall:

- (a) indicate any state retention requirements as well as establish City retention requirements;
- (b) establish which municipal records are essential records of the City;
- (c) provide for permanent preservation of municipal records with administrative, fiscal, legal, historical and/or research value; and
- (d) document any destruction requirements for records approved for disposal.

(Ord. 1634C; 12-02-96)

1-1008. OWNERSHIP OF RECORDS. All municipal records shall be the property of the City. No City official or employee has, by virtue of position, any personal or property right to municipal records and the unauthorized destruction, removal or use of such records is prohibited.

(Ord. 1634C; 12-02-96)