

Chapter 2.48

RECORDS MANAGEMENT

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2.48.010 Authority.

Wyoming Statute § 9-2-410 states: “All public records are the property of the state. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with Wyoming Statute §§9-2-404 through 9-2-413.” These statutes and Encampment Town Code provide the Town Clerk the authority to develop and maintain a records management system that will effectively and efficiently ensure the safety, maintenance, preservation and disposition of records developed by certain Town agencies.

2.48.020 Purpose.

The citizens of the Town of Encampment have a right to expect efficient and cost-effective government,

and the management of Town records is necessary for the economic operation of the Town. Preservation of records of permanent value is mandatory to provide citizens with information concerning historical and operational data. The establishment of uniform standards and procedures for the maintenance, preservation, microfilming or other disposition of Town records is necessary for continuity of records procedures and access to records.

2.48.030 Establishment of a Records Program.

The governing body of the Town of Encampment hereby declares its support of the Town Clerk’s efforts to establish and adopt a records management program for the orderly and efficient retention, retrieval and disposition of records of the Town. The creation of a records program will be administered pursuant to legal, fiscal, administrative and archival requirements and in accordance with state law. The State of Wyoming Records Management Manual shall be adopted by the Town of Encampment as its records management manual.

2.48.040 Benefit of Records Retention Program.

The records retention program will release space and reduce the need for storage and filing equipment; establish an efficient retrieval operation for both active and inactive municipal records; provide for routine disposition of paperwork; maintain security over municipal records; secure a central records storage facility which can be operated and maintained by records

management staff; and ensure that the Town stays in compliance with state law.

2.48.050 Municipal Retention Schedules.

The Town Clerk's office will devise a records retention schedule for each participating department or division. All retention schedules shall meet the minimum requirements of the May 24, 1989, as amended, Records Management Manual adopted by the Wyoming State Archives, Museums and Historical Department, Archive Records Management Division.

2.48.060 Transfer of Records of Records Retention Center.

All departments affected by this ordinance are required to work directly with the Town Clerk's office on records retention. The Town Clerk shall be advised of all request for indexing, locating, microfilming and disposing of records through utilization of Records Retention Center forms provided by the Town Clerk's office. All records requested to be turned over to the State of Wyoming Archives Office will be submitted through the Town Clerk's office. Disposition of records submitted to the Records Retention Center will be achieved through the Town Clerk's office only after review and written approval of respective department heads.

2.48.070 Separability.

If any clause, sentence, paragraph or part of this ordinance or application thereof to any person or circumstance shall for any reason be adjudged by a

court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this agreement. (Adopted 11-13-2003)