

ORDINANCE NO. 2861

TITLE: An ordinance providing for the disposition of valueless records and papers of the City of Albany.

THE PEOPLE OF THE CITY OF ALBANY DO ORDAIN AS FOLLOWS:

Section 1: DEFINITION

"Records" means papers, letters, documents, files and other records and includes records made by micro-photography and similar means.

"City Agency" means any city office or officer, department, board or commission.

Section 2: RECORDS COMMITTEE

The Mayor of the City, with the consent of the Council shall appoint a "records committee" which shall consist of one member of the Council, the City Manager and one member at large. This committee may cause to be destroyed or otherwise disposed of any such old and valueless papers, letters, documents, files or records of or related to the affairs of any city agency or any other like records, including such thereof as are duplicates by reason of their having been photographed, micro-photographed, photocopy or filmed upon filing in the permanent files a statement of a form certifying the type and nature of the paper or document which is destroyed.

Section 3: REQUESTING AUTHORITY TO DISPOSE OF VALUELESS PAPERS


Any city agency or officer of the City having in his or its possession papers, letters, documents, files or records of or relating to the affairs of his or its office, or other like records, including those that are duplicates by reason of their having been photographed, micro-photographed, photocopied or filmed, or are no longer necessary under or pursuant to any law requiring their creation or maintenance or affecting their use, which are deemed by the city officer or agency to be of no value to this City or the public, may, by and with the advice of the City Attorney, submit a statement or summary thereof to the "records committee" of the City, certifying the type and nature of such papers, letters, documents, files or records and requesting approval for the destruction or other disposal thereof.

Section 4: DISPOSITION WITHOUT AUTHORIZATION

The destruction or the disposal of library or museum material made or acquired and preserved solely for reference or exhibition purposes kept solely for the convenience or reference or inquiry and request from the public and answers thereto not required by law to be preserved and not required as evidence of a public or private legal right or liability shall not require the authorization of the "records committee" and may therefore be destroyed by the City Officer or agency.

Passed by the Council: August 26, 1959

Approved by the Mayor: August 26, 1959

  
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Mayor

Effective Date: September 25, 1959

ATTEST:

  
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City Recorder