

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE 1, OF THE CITY OF SANDY SPRINGS CODE OF ORDINANCES TO ADD A NEW SEC. 2-2 TO PROVIDE FOR THE ESTABLISHMENT AND IMPLEMENTATION OF A RECORDS MANAGEMENT PLAN FOR THE EFFECTIVE AND EFFICIENT MAINTENANCE, RETENTION, PRESERVATION, AND DISPOSAL OF RECORDS GENERATED BY THE CITY OF SANDY SPRINGS IN THE PERFORMANCE AND ADMINISTRATION OF ITS OFFICIAL DUTIES, PURSUANT TO THE GEORGIA RECORDS ACT, O.C.G.A. § 50-18-90, et seq.

WHEREAS, it is the responsibility and the desire of the City of Sandy Springs (the "City") to establish and operate a records management plan in accordance with rules and regulations developed by the Georgia Department of Archives and History pursuant to the Georgia Records Act, O.C.G.A. § 50-18-90, et seq. (the "Records Act"); and

WHEREAS, City records, as defined in the Records Act, must be disposed of according to a retention schedule approved by the City which prescribes how long a record shall be kept; and

WHEREAS, the City desires to designate a coordinator for the records management plan for the City;

NOW, THEREFORE, in order to accomplish the foregoing, the Mayor and City Council of the City, pursuant to their authority, do hereby amend Chapter 2, Article I of the City's Code of Ordinances by adopting the following Ordinance:

Chapter 2. ADMINISTRATION

Article 1: IN GENERAL

Sec. 2-2. Records Management Plan

(a) *Adoption of records management plan.* Pursuant to the Georgia Records Act, O.C.G.A. § 50-18-90, et seq., the city adopts the records management plan and record retention schedules for local government recommended by the Georgia Secretary of State as amended from time to time by future resolutions of the mayor and council of the city.

(b) *Video records.* All video tapes, other than video tapes taken from patrol car video cameras, which are taken from video cameras utilized by the city shall be retained for a period consistent with system capacity, but in no event less than seventy-two (72) hours. If the records management plan administrator is notified in writing that a video record contains information relevant to an incident, investigation, or otherwise, such video record shall be retained for a period of five (5) years.

(c) *Records management plan administrator.* The city clerk is designated as the person responsible for administration of the records management plan and shall coordinate all records management for the city including storage, archiving, and destruction of records.

(d) *Maintenance and security of records.* Records shall be maintained according to approved retention schedules. No record shall be destroyed except as provided in the approved retention

schedule; provided, however, a written record may be destroyed if it is otherwise preserved by means of microfiche, scanning, or other reliable photographic or digital means. Changes to the

retention schedules shall be adopted by resolution of the mayor and council. The city manager shall immediately prepare guidelines for the maintenance and security of all records covered by this section, and such guidelines shall, upon completion, become a part of the records management plan for the city.

(e) *Open Records Act.* All requests for records made under the Georgia Open Records Act, O.C.G.A. § 50-18-70, et seq., shall be made pursuant to the City of Sandy Springs Open Records Policy.

SO ORDAINED, this the 16th day of December, 2008.

Approved:

Eva Galambos
Eva Galambos, Mayor

Attest:

Tracy Tye
Tracy Tye, Acting City Clerk
(Seal)

