

ORDINANCE NO. 018-02

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF WAYCROSS, GEORGIA; TO AMEND CHAPTER 2 – ADMINISTRATION; ARTICLE I – IN GENERAL, BY ADDING A NEW SECTION 2.6 – RECORDS MANAGEMENT PLAN; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, as required by O.C.G.A. § 50-18-99 (e), the City Commission, by Resolution 86-57, adopted the Georgia Records Act as a basis for establishing a Records Management Program and thereby designated a Records Committee to review and recommend approval, disapproval or modification of records retention schedules to the City Commission for final approval; and

WHEREAS, the Records Committee, noting that the State of Georgia has established “common record series and prepared schedules for the handling and disposition” of records, submitted a report to the City Commission “listing those common schedules applicable” to the City; and

WHEREAS, by Resolution 86-77, the City Commission adopted “those Common Records and Retention Schedules as recommended by the Georgia Department of Archives and History”; and

WHEREAS, upon information and belief, there are no records of any subsequent Records Committee meetings or recommendations or updates to the “common record series and prepared schedules”; and

WHEREAS, pursuant to O.C.G.A. § 50-18-99 (f), the “Board of Regents of the University System of Georgia, through the division [of Archives and History], shall coordinate all records management matters for purposes of this Code section [and the] division shall provide local governments with a list of common types of records maintained together with recommended retention periods and shall provide training and assistance as required”; and

WHEREAS, the Division of Archives and History oversees the record retention process for all state agencies and local governments, thereby reducing wasteful storage of unnecessary

records, the preservation of records that are essential to government business, and the reduction of liability through proper and planned destruction of records; and

WHEREAS, the City Commission is desirous of revising and updating the records retention schedules; and

WHEREAS, the issue has been duly considered by the Commission of the City of Waycross, Georgia.

NOW THEREFORE, BE IT ORDAINED by the Commission of the City of Waycross, Georgia and it is hereby ordained by the authority of the same as follows:

SECTION 1. The City of Waycross Code of Ordinances, Chapter 2, ADMINISTRATION, Article I. – IN GENERAL, is hereby amended by adding a new Section 2-6 and to read as follows:

Chapter 2 – ADMINISTRATION

ARTICLE I. - IN GENERAL

Sec. 2-6. – Records management plan.

- (a) Purpose. The city commission hereby ordains, in accordance with O.C.G.A. § 50-18-99, that all records created or received in the performance of a public duty or paid for by public funds by the city are deemed to be public property and shall constitute a record of public acts. Except as otherwise provided by law, ordinance, or policy adopted by the city commission, all records shall be open to the public or the state or any agency thereof.
- (b) Appointment of records management clerk. The city clerk is hereby designated to coordinate and perform the responsibilities of records management. The city clerk shall work with each department to develop and administer a records management program for all records.
- (c) Adoption of statewide records retention schedules. The city commission officially recognizes and adopts the records retention schedules approved by the Georgia Division of Archives and set forth by the Georgia Records Act in O.C.G.A. § 50-18-90 et seq.

- (d) No public records shall be disposed of, destroyed or given away except in accordance with this schedule.
- (e) Records retention schedule. Those local government records retention schedules as promulgated by the University System of Georgia Division of Archives and History of the State of Georgia, as amended from time to time, and found on the following website: https://www.georgiaarchives.org/records/local_government/ are hereby approved and adopted as the records retention schedules for the city.

SECTION 2. This Ordinance shall take effect and be enforced from and after the date of its final approval after second reading by the Commission of the City of Waycross, Georgia.

SECTION 3. If any portion of this ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

SECTION 4. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

SECTION 5. It is the intention of the City Commission and it is hereby ordained that the provisions of this Ordinance shall become part of the Code of the City of Waycross, Georgia and the sections of this Ordinance may be renumbered to accomplish such intention.


SO ORDAINED, this the 6th day of March, 2018.

CITY OF WAYCROSS, GEORGIA

BY:


JOHN KNOX, Mayor

ATTEST:



JULIE DINKINS, Clerk
Read First Time: 02/20/2018
Read Second Time: 03/06/2018