

CITY OF SPRINGFIELD, OREGON
ORDINANCE NO. 6358 (General)

AN ORDINANCE AMENDING CHAPTER 2, "GOVERNMENT AND ADMINISTRATION"
SECTION 2.340 "RECORDS RETENTION SCHEDULE" OF THE SPRINGFIELD MUNICIPAL
CODE (SMC) TO MATCH UPDATED OREGON ADMINISTRATIVE RULES AND UPDATING
THE DEFINITION OF CITY RECORDS

The City Council of the City of Springfield finds that:

WHEREAS, the City of Springfield maintains and stores public records as required by ORS Chapter 192 and Oregon Administrative Rules as set by the State; and

WHEREAS, the Springfield Municipal Code references OAR 166-40-1200 as the administrative rule that governs the City Retention Schedule under Chapter 2, Section 2.340 "Records Retention"; and

WHEREAS, the Oregon Administrative Rules regarding the City General Records Retention Schedule were updated and adopted by the State Archivist in the summer of 2014 and OAR 166-40-1200 has been repealed and replaced;

NOW THEREFORE, to update the City Retention Schedule in the Springfield Municipal Code in accordance with the updated OARs, the City Council of the City of Springfield ordains as follows:

2.340 Records Retention Schedule.

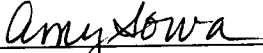
All city records, regardless of medium or physical format, in each department of the city shall be retained in accordance with Oregon Administrative Rule (OAR) Chapter 166, Section 200, adopted by the State Archivist under the control and supervision of the Oregon Secretary of State, who serves as the public records administrator of the state of Oregon. The OAR Chapter 166, Section 200, known as the City General Records Retention Schedule, is hereby adopted by the city by reference and made a part of this code as fully and completely as though set forth in full herein. The schedule so incorporated shall be adhered to and shall govern the retention and disposal of all records of the City. A current copy of the City General Records Retention Schedule shall be kept on file in the office of the City Recorder at all times.

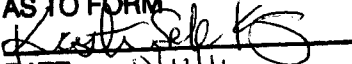
Adopted by the City Council of the City of Springfield this 17 day of October, 2016 by a vote of 6 in favor 0 against.

Approved by the Mayor of the City of Springfield this 17 day of October,
2016.


Christine Lundberg, Mayor
Council President

ATTEST:


Amy Sowa, City Recorder

REVIEWED & APPROVED
AS TO FORM

DATE: 10/17/16
OFFICE OF CITY ATTORNEY