

EXECUTIVE ORDER NO. 6-92

UNIFORM RECORDS MANAGEMENT POLICY

WHEREAS, an effective City records management program controls the creation, use, maintenance, preservation, and disposal of records; and

WHEREAS, good records management practices include:

- a) Ensuring the maintenance of records having continuing administrative, fiscal, legal, and historical or research value,
- b) Making possible the efficient processing of information,
- c) Reducing records storage and equipment costs and other City resources,
- d) Providing information and records at the lowest possible cost, and
- e) Disposing of those records with minimal value to the City;

NOW, THEREFORE, by the power vested in me by the Philadelphia Home Rule Charter, it is hereby ordered as follows:

**SECTION 1. Department of Records.** The Department of Records supports City agencies by developing uniform standards, procedures, and techniques for handling information. Records Retention and Disposition Schedules are developed under the Department of Records' supervision and serve as the basis for retaining, disposing, preserving, or transferring records to the Department of Records' Records Storage Center.

**SECTION 2. Definition of Records.** For purposes of the City's records retention policy and practices, "City records" shall include all books, papers, maps, photographs, reproductions, sound recordings, machine readable materials, or any other material, regardless of physical form or characteristics, owned by the City and made or received by any officer, department, board or commission, or other governmental agency of the City in pursuance of any statute or ordinance or in connection with the transaction of public business and preserved or appropriate for preservation as evidence of the organization, functions, policies, duties, procedures, operations, or other activities of the City or because of the informational or evidential value of data contained therein. "City records" shall not include library and museum material made or acquired and preserved solely for reference or exhibition purposes.

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**SECTION 3. Disposal of Records.** City agencies shall retain records for the period of time set forth in the applicable Records Retention and Disposition Schedule. Following retention of a record for the applicable period of time, approval for disposal of the record shall be sought by filing an Application for Records Disposal (form 82-2) with the Department of Records. No records shall be destroyed or otherwise disposed of by an officer, department, board, or commission of the City unless approval has been obtained from the Department of Records. The Department of Records or the officer, department, board or commission, or other governmental agency of the City having jurisdiction over the records may initiate action to eliminate records eligible for disposal. The Department of Records shall insure the destruction of all disposable records in accordance with prescribed procedures. Records retained for historical or research purposes shall be transferred to the City Archives for permanent custody.

**SECTION 4. Records Management Officer.** Each agency head shall designate a senior staff member as Records Management Officer who shall act as intermediary with the Department of Records and who shall meet the qualifications established by the Department of Records.

**SECTION 5. Records Management Liaison.** Each Records Management Officer shall appoint one or more records management liaisons to coordinate records dispositions for the subunits under each department, board, commission, or other governmental agency in the City. Each Records Management Liaison shall coordinate his/her subunit's records management needs and work with his/her Records Management Officer and Department of Records personnel.

**SECTION 6. Compliance.** The agency head is responsible for compliance with this Executive Order and shall report the designation of the Records Management Officer and respective liaisons to the Department of Records in an annual certification statement.

**SECTION 7. Effective Date.** This Executive Order shall take effect immediately.

October 19, 1992  
Date

Edward G. Rendell  
Edward G. Rendell, Mayor