

**RESOLUTION NO. 1456**

**A RESOLUTION OF THE CITY OF WILSONVILLE ESTABLISHING AND AUTHORIZING THE USE OF THE GENERAL RECORDS RETENTION SCHEDULE (Records Retention Schedule) FOR THE CITIES OF OREGON, ADOPTED AS OAR 166, DIVISION 200.**

WHEREAS, the City of Wilsonville desires to implement the use of the Records Retention Schedule as a means of systematic control of the creation, acquisition, processing, use, protection, storage and final disposition of all public records; and

WHEREAS, the City of Wilsonville Code, Chapter 2 - Administration, Section 2.030, requires city officers to keep city records for a period of time which shall be established by Oregon law, and

WHEREAS, the City of Wilsonville Code, Chapter 2 - Administration, Section 2.110 charges the City Recorder with the responsibility of filing, keeping all books, papers, records and other documents connected with the business of the Council or which may be the property of the City, and

WHEREAS, the Oregon State Archivist has statutory responsibility and authority to authorize destruction of public records per ORS 192.105 and the Records Retention Schedule published as Oregon Administrative Rules Chapter 166, Division 200, is the mechanism by which that authority is given to cities; and

WHEREAS, the Records Retention Schedule developed by the Oregon State Archives and Oregon Association of Municipal Recordors adopted January 6, 1998 as set out in OAR 166, Division 200, provides the legal authority for the destruction of records after such records have reached the end of their minimum required retention period; and

WHEREAS, copies of the Records Retention Schedule have been distributed by the City Recorder to all department heads for their use; and

WHEREAS, no records will be removed or destroyed until they have reached the end of their specific retention period and a request for destruction has been approved by the department head and City Recorder; and

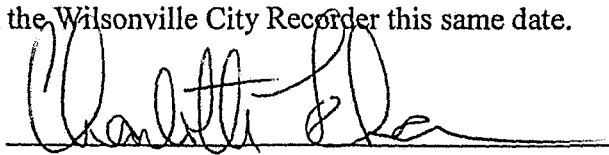
WHEREAS, the implementation and use of the Records Retention Schedule can result in a reduction of the volume of records stored by the City, thereby saving space, equipment and supplies.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The City Council establishes and authorizes the use of the General Records Retention Schedule for the Cities of Oregon, for determining the length of time records created by the City of Wilsonville are to be retained.

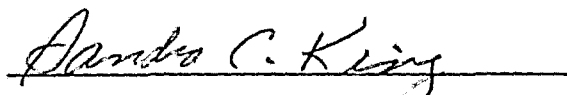
2. No records will be removed or destroyed until they have reached the end of their specific retention period and a request for destruction has been approved by the department head and City Recorder

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 20 day of April, 1998, and filed with the Wilsonville City Recorder this same date.



CHARLOTTE LEHAN, MAYOR

ATTEST:



Sandra C. King, CMC, City Recorder

SUMMARY OF VOTES:

Mayor Lehan	Yes
Councilor Helser	Yes
Councilor Barton	Yes
Councilor Luper	Yes
Councilor Kirk	Yes