

**POLICY**

Subject: **Records Management Program**

Policy Number: **P0000.601**

Effective Date:08/01/01

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Background

A need exists to formalize the system of controlling paperwork, records creation, maintenance, usage and disposal at the San Diego Housing Commission. A formalized program will establish a classification and filing system which will result in effective information retrieval, disposal of unneeded records, transfer of inactive records to storage and preservation of essential records.

Purpose

To establish an Agency Records Management Program and to specify the procedures and responsibilities necessary for its implementation.

Policy

The Records Officer shall be appointed by the Chief Executive Officer or designee, to administer a uniform Records Management Program encompassing all departments and offices. The program will include assistance in developing departmental Records Retention Schedules with the objective of providing for proper disposition of Commission records; a records center for storage, retrieval and disposition of non-current and inactive records; an archive for the preservation of historical permanent records; and off-site storage for the protection of vital records. This policy will be supplemented by an administrative regulation, which will formalize in detail the procedures, duties and responsibilities of this program.

1. GENERAL RESPONSIBILITIES

- 1.1 The Records Officer shall develop policies, standards, and procedures to provide effective records management services. These duties include providing guidance for the development and revision of Records Retention Schedules, assistance to departments in solving records related problems, and evaluating program effectiveness.

**History (Adopted 7/20/01)**

**Authorized**

\_\_\_\_\_  
Carrol Vaughn  
Chief of Staff

**Signature on File  
With Original Document**

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Steve L. Mikelman  
Director of Operations

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Date

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Date

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- 1.2 The Records Officer administers the overall Records Management Program; provides guidance to all departments as needed; and reviews the program, taking action as needed.
- 1.3 The Records Officer shall be responsible for the periodic review and updating of Records Retention Schedules.

2. RECORDS RETENTION SCHEDULE

The Records Officer shall prepare a Records Retention Schedule with assistance of the records coordinators for each department, and submit to General Counsel for review. Preparation shall include:

- 2.1 A physical inventory and appraisal of all records.
- 2.2 A Records Retention Schedule for each department.
- 2.3 An official, descriptive title for each record or record series.
- 2.4 An evaluation of each original record or record series and of each record retained in lieu of an original record, to determine if such records meet retention criteria specified by the SDHC Records Retention Schedule.
- 2.5 An annual review of the Records Retention Schedule.

3. RECORDS DISPOSAL

- 3.1. The Records Retention Schedule shall constitute authority to destroy records. No original records or record copies shall be destroyed until they have been appraised and properly identified in the Records Retention Schedule.
- 3.2 Each department manager or designee shall have authority to destroy unneeded duplicate records.

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4. VITAL RECORDS

Systems for protecting vital records shall be established for each department according to the provisions of this policy and the procedures established by the Agency.

5. SAN DIEGO HOUSING COMMISSION ARCHIVES

The Records Officer shall supervise the operation of the SDHC Archives and will assist departments in the identification of records, review of proposed Records Retention Schedules to ensure that permanent records are adequately identified, the collection and storage of department records having historical significance, the development and implementation of standards for the preservation of historical value, and provide for their availability.