

RESOLUTION NO. 2010-1361

A RESOLUTION ESTABLISHING A PLAN FOR MANAGING PUBLIC RECORDS STORED AS ELECTRONIC MEDIA

WHEREAS, the City recently purchased a document imaging software program that stores records in an electronic format; and

WHEREAS, it is necessary to establish a policy that ensures that records and information management practices are properly implemented and adhered to; and

WHEREAS, the City adopted Resolution No. 94-783 designating the State Records Retention and Destruction Schedule for Municipal Records as the records management program for the City of Farmington.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FARMINGTON that electronic records properly preserved and retained in a document imaging software program are to be considered properly maintained in compliance and in accordance with the City's record retention policy and the State Retention and Destruction Schedule and, in furtherance of that policy, the City Clerk is instructed to take proper measures to 1) preserve the lifecycle of all City records that are stored in electronic format in accordance with the State Retention and Destruction Schedule; 2) ensure that all records are easily accessible and readable in their original context without question; and 3) provide for future record accessibility by migrating all electronic records when there are major changes to the next generation of hardware or software.

BE IT FURTHER RESOLVED that electronic records and databases will be backed-up on a nightly basis and that any record that is electronically stored in its unaltered state shall be considered the original as if it were being kept in paper format.

PASSED, SIGNED, APPROVED, AND ADOPTED this 22nd day of June 2010.

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Tommy Roberts, Mayor

SEAL

ATTEST:

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Dianne Fuhrman, City Clerk