

<b>Title</b>	<b>Electronic Document Retention</b>
<b>Type</b>	Policy
<b>Category</b>	Web
<b>Status</b>	Approved
<b>Approved</b>	02/11/2004
<b>Revised</b>	02/08/2006
<b>To Be Reviewed</b>	06/18/2017
<b>Scope</b>	Applies to all electronic documents created, stored or transmitted using City information technology assets.
<b>Policy</b>	Electronic documents will be treated the same as paper documents with respect to City Ordinances and Resolutions, Regulations, Administrative and Executive Instructions, and Schedules regarding document retention and disposition.  Unless otherwise categorized in accordance with the regulations cited herein, an electronic document is assumed to be a "General Administrative Record" of type "A-3: Routine Control Record" as defined in the City Clerk's retention and disposition schedules.
<b>Rationale</b>	The City intends to maintain a consistent approach to document retention, regardless of the medium.  See also: <ul style="list-style-type: none"> <li>• Administrative Instruction 1-5, "Records Retention and Disposition Committee," March 9, 2005.</li> <li>• Administrative Instruction 1-7, "Inspection of Public Records Act Regulations," May 7, 2002.</li> <li>• Personnel Rules and Regulations Section 301.13, "City Records and Accounting."</li> <li>• Personnel Rules and Regulations Section 301.16, "Privileged Information."</li> <li>• Office of the City Clerk, "Retention and Disposition Schedule for General Administrative Records," January, 1992.</li> <li>• Office of the City Clerk, "Retention and Disposition Schedule for General Financial Records," January, 1992.</li> <li>• Office of the City Clerk, "Retention and Disposition Schedule for General Personnel Records," January, 1992.</li> </ul>