

CITY OF MOLENA

(19) 1/1

ORDINANCE NO. 19

Whereas, the Georgia Records Act, O.C.G.A. 50-18-90 through 103 requires that all local government adopt a records management plan; and

Whereas, the records of Molena are public property; and

Whereas, these records contain information needed for varying lengths of time for the conduct of public business; and

Whereas, these records contain information that retains value as legal, audit, and historical evidence for varying lengths of time to protect the rights of the government and of its citizens; and

Whereas, some of these records are for varying lengths of time vital for the continuity of government or for the protection of the rights of citizens; and

Whereas, the efficient and cost effective management of records is in the best interest of the government and of the public;

NOW THEREFORE BE IT ORDAINED THAT The City of Molena authorizes and adopts the following records management plan; Helen Beckham is hereby designated as the Coordinator of the records management plan and authorized to act for and on behalf of The City of Molena in directing and coordinating all records management matters under the Georgia Records Act; and Records Retention Schedules approved by Helen Beckham shall be documented in the record of the governing body deliberations; and

Records shall be maintained in accordance with approved retention schedules; and

No record shall be destroyed except as authorized by a State Records Committee approved retention schedule.

BE IT FURTHER ORDAINED that any ordinance in conflict with this ordinance is hereby repealed.

/s/ _____
MAYOR, CITY OF MOLENA

/s/ _____
CLERK, CITY OF MOLENA

First reading: 11/1/94

Adopted at
second reading: 12/12/94