

**CAMDEN COUNTY BOARD OF COMMISSIONERS
AGENDA MEMORANDUM**

SUBJECT: Second reading and adoption of a Records Management Ordinance.

DEPARTMENT: County Clerk

AUTHORIZED BY: Steve Howard **CONTACT:** Jodi Gregory – 576-5651

MOTIONS/RECOMMENDATIONS:

Waive the second reading and adopt the Records Management Ordinance

BACKGROUND:

The first reading of this ordinance was held on October 7th. No revisions were made at that time. This is the second reading and adoption.

A Records Management Ordinance is required by O.C.G.A. § 51-18-94.

STAFF RECOMMENDATION:

Waive the second reading and adoption of the Records Management Ordinance.

ATTACHMENTS:

1. Records Management Ordinance.

That the Official Code of Camden County, Georgia, is hereby amended by adding Article V, Records Management Ordinance, to Chapter 2, Administration, which section reads as follows:

ARTICLE V. RECORDS MANAGEMENT ORDINANCE

Sec. 2-80 Short Title.

This Ordinance shall be known and may be cited as the "Records Management Ordinance."

Sec. 2-82 Adoption of the Georgia Records Act.

The Board of County Commissioners hereby adopts the Georgia Records Act, O.C.G.A. § 50-18-90 *et seq.*, and the rules and regulations, as amended from time to time, as a basis for establishing a records management program.

Sec. 2-84 Definitions.

For the purpose of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein, except where the context is clearly indicates a different meaning.

1. **Agency** means any County office, department, or division of the Camden County Board of County Commissioners created or established by law and under the jurisdiction of the Board of County Commissioners. Records of the judiciary, Constitutional Officers, and independent boards are expressly excluded from this Ordinance.
2. **Board** means the Camden County Board of County of County Commissioners.
3. **County** means Camden County, a political subdivision of the State of Georgia.
4. **Records** means all documents, papers, letters, maps, books (except books in formerly organized libraries), microfilm, magnetic tape, audio and video tapes, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in performance of functions by any agency. All records created or received in the performance of a public duty or paid for by public funds by Camden County are deemed to be public property and shall constitute a record of public acts.
5. **Record Series** means documents or records having similar physical characteristics or relating to a similar function or activity that are filed in a unified arrangement.
6. **Records Retention Schedule** means a set of disposition instructions prescribing how long, where, and in what form a record series shall be kept.

Sec. 2-86 Records Management Plan.

- 1.) The Clerk of the Board of County Commissioners shall be responsible for establishing and administering the records management plan and is hereby designated as

the Records Management Officer for the Board. The Clerk will act for and on behalf of the Board in directing and coordinating all records management matters for the Board of County Commissioners.

2.) The Board of County Commissioners has adopted the Records Retention Schedules for Local Government Records as published by the Georgia Secretary of State and any such amendments, revisions, or additions thereto, as may be adopted and published by the Georgia Secretary of State's Office. A reference copy of the adopted Records Retention Schedules for Local Government Records shall be kept on file with the Clerk of the Board of County Commissioners.

3.) Records in the custody and control of the Board of County Commissioners and its departments shall be maintained in accordance with the approved and adopted retention schedules.

4.) No record in the custody and control of the Board of County Commissioners and its respective departments shall be destroyed except as authorized by the approved and adopted retention schedules.

Sec. 2-88 Severability.

If any section, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and such remainder shall remain in full force and effect.

Sec. 2-88 Effective Date.

This Ordinance shall be in full force and effect upon and after its final passage.

SO RESLOVED, this _____ day of _____, 2008.

ATTEST:

Jodi Gregory, County Clerk

**CAMDEN COUNTY BOARD OF
COMMISSIONERS**

BY: _____
Preston Rhodes, Chairman