

City of San José, California

COUNCIL POLICY

TITLE PRESERVATION OF HISTORICAL RECORDS	PAGE 1 of 1	POLICY NUMBER 0-19
EFFECTIVE DATE June 1, 1984	REVISED DATE	
APPROVED BY COUNCIL ACTION		Council Referral 4-3-84-10A

BACKGROUND

The City of San José has a basic records management program. The identification and preservation of historical records, however, is not formally incorporated into the program.

PURPOSE

The purpose of this Policy Statement is to provide guidelines for identification and protection of historical records, and to ensure:

1. The identification of those records that contain historical documentation of the City's activities, programs and operations. This identification process is delineated in the City of San José Administrative Manual, Section 179.
2. That these records are transferred to an accessible, but secure, location where proper archival storage, indexing and classification can be performed, and proper archival practices of handling and preservation will be followed.
3. That these records are available to City staff when required.
4. That the public has appropriate access to this valuable community resource.

POLICY

It is the policy of the City Council to acknowledge that the records of local government are of historical interest, and therefore should be made available and accessible for research and reference. To that end, records so identified shall be transferred to a proper archival facility where they will be protected from theft, misuse, deterioration, or destruction so that researchers may benefit from their use.

SCOPE AND LIMITATIONS

1. Those records not required to be retained by the City will become the property of the archives designated by the City. The archives will have authority to purge non-historical information, while preserving the essential documents. Before any of this material is destroyed, the City must give approval as to the method of destruction.
2. Those records required to be retained by the City will remain City property and will only be in the custody of the archives. When requested by the City, these records must be returned intact to the City.
3. Records not included in this program are: law enforcement records; personnel records; medical records; records from the Attorney's Office; investigatory records of a confidential nature; and any record designated as confidential by State law, City ordinance, or policy of the City Council.

