

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 27

September 6, 1973

TO: All Departments, Boards, Agencies, and Commissions

FROM: Richard Kernion, Chief Administrative Officer

SUBJECT: CITY OF NEW ORLEANS CENTRAL RECORDS RETENTION CENTER

1. PURPOSE.

The purpose of this memorandum is to announce the establishment of a City of New Orleans Central Records Retention Center, to provide withdrawal and destruction procedures for records placed in the Central Records Retention Center, to make available a supply of standard size records storage containers, and to assign to the Department of Finance the responsibility for the operation of the center.

2. ASSIGNMENT OF RESPONSIBILITY FOR THE OPERATION OF THE RECORDS CENTER.

The responsibility for the operation of the City of New Orleans Central Records Retention Center is assigned to the Department of Finance.

3. LOCATION OF THE CENTRAL RECORDS RETENTION CENTER.

The Central Records Center of the City of New Orleans is located at 800 Delta Street (at the intersection of Julia and Delta Streets).

4. RECORDS RETENTION PROCEDURE.

A. Type of Records Acceptable for Retention.

Only records that can be destroyed after a period of six years or less may be retained in the City of New Orleans Central Records Retention Center. No archive-type records and no records which require frequent use may be stored. Records must be placed in the standard size boxes provided by the Department of Finance. For the disposition of archive-type records refer to Policy Memorandum No. 30.

B. Transfer of Records.

Two forms shall be completed to store records in the Central Records Center, "Request for Record Retention" (CAO Form No.5) and "Records Retention Label" (CAO Form No. 6). The "Request for Records Retention" shall be prepared in quadruplicate. One for the Central Records Center; one for the department requesting storage; one for placement in the box; and the original for the Bureau of Electronic Data Processing.

All forms and boxes will be furnished by the Department of Finance to any agency requiring them. To have records placed in central storage, the agency sending the records to central storage shall complete both forms (the shelf location number will be furnished by the Department of Finance), place the records in the box in the same sequence as originally filed, glue the label to the center of one end of the box, and transport the box and all forms to the Department of Finance, Room 3W01, City Hall. The Department of Finance shall check the shelf location number, write it on the box, and keep two copies of the CAO Form No. 5 (one will be released to the Bureau of Electronic Data Processing). The box shall then be transported to the warehouse for storage by the Department of Finance.

The boxes in the warehouse shall be arranged according to shelf number. A quarterly printout will be provided by the Bureau of Electronic Data Processing which will list each shelf number, the agency (if any) which is occupying the space, and the destruction date of the box. By using this system, the Department of Finance will maintain a list of available spaces for new records as the old records are destroyed and spaces are vacated.

5. WITHDRAWAL PROCEDURE.

If an agency wishes to use the records in a box, a "Records Withdrawal Form" (CAO Form No. 7) shall be completed in triplicate by the requesting agency. One for the Department of Finance, one for the agency requesting withdrawal and one for the empty shelf space. There shall be a 15 day limit on use of the records, with a written request needed to extend the period. The whole box shall be withdrawn; not just a portion of the contents. Records shall be returned to the Department of Finance from which they will be transported to the warehouse by the Department of Finance.

6. DESTRUCTION PROCEDURE.

The Bureau of Electronic Data Processing will make a quarterly run of all inventory as mentioned in paragraph 4 b of this memorandum. The Department of Finance then shall notify each agency about the records that are to be destroyed. The agency shall respond in writing, stating that the records may be destroyed or explain why the destruction should be delayed. If the records are not to be destroyed, a new destruction date must be given. The Bureau of Electronic Data Processing shall then be notified of all boxes which are destroyed. Agencies authorizing destruction of records shall comply with applicable State or Federal law. The Public Records Act of the State of Louisiana is incorporated in Title 44, Section 1 et seq. Section 36 of Title 44 sets forth the time limit that records shall be kept. Revised Statutes Title 44:36 reads as follows:

"All person having custody or control of nay public record, other than conveyance, probate, mortgage or other permanent record required by existing law to be kept for all time, shall exercise diligence and care in preserving the public record for a period of at least six years from the date on which the public record was made. However, where the copies of an original record exist, the original alone shall be kept. Where only duplicate copies of the record exist, only one copy of the duplicate copies need to be kept."

Agencies shall abide by special instructions received from the Federal government relative to disposition of records. In the absence of specific Federal instructions relative to records disposition, agency heads shall consult with the Deputy Director of Finance relative to retention of records as provided in Office of Management and Budget Circular A 102.

7. FORMS FOR USE IN RECORDS RETENTION.

- A. CAO Form No. 5 - REQUEST FOR RECORDS RETENTION
- B. CAO Form No. 6 - RECORDS RETENTION LABEL
- C. CAO Form No. 7 - RECORDS WITHDRAWAL
- D. CAO Form No. 8 - RECORDS DESTRUCTION AUTHORIZATION
- E. CAO Form No. 9 - OVERDUE NOTICE
- F. CAO Form No. 10 - DESTRUCTION NOTICE

8. DISPOSITION AND ACQUISITION OF FILING EQUIPMENT.

A. Disposition of Filing Equipment.

The proper execution of the records disposition procedure and storage of records in the central storage center will make filing equipment now on hand in agencies surplus and available for use by the other agencies. Surplus filing equipment shall be declared to the Bureau of Purchasing, Department of Finance, in accordance with existing Department of Finance, in accordance with existing Department of Finance instructions for distribution to agencies in need of filing equipment.

B. Acquisition of New Filing Equipment.

Before any agency may process a requisition for new filing equipment, even though funds are available in the agency budget, a certificate of clearance must be obtained from the Department of Finance, indicating that the provisions of this memorandum have been full complied with and that no surplus filing equipment is available from another agency.

9. INQUIRIES

Any questions concerning this memorandum should be directed to the Deputy Director of the Department of Finance, or the Operations Administrator of the Chief of Administrative Office.

Richard Kernion
Chief Administrative Officer

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Attachments