

Records Management Introduction for City of Madison Employees

Requirements and Responsibilities

Program Contact
Leslie Starczewski, IT
lstarczewski@cityofmadison.com
266-4454



WHAT ARE THE LAWS RELATED TO RECORDS?

- ◆ Wis. Stat. § 16.61(2)(b) defines “public records” for the purposes of records retention and disposition
- ◆ Wis. Stat. § 19.32(2) defines “records” for purposes of the records access and disclosure provisions of Wis. Stat. §§ 19.31-19.39 (the statutes that govern open records and public access)
- ◆ Dept. of Administration, Admin Chapter 12 defines the standards and requirements for electronic records management
- ◆ Madison General Ordinance 3.7 is the public records policy for the City of Madison
- ◆ Mayoral APM 3-6 establishes the system for retention and disposition of City records; the Appendix to the APM is the City’s record retention schedule

WHY PUBLIC RECORDS MANAGEMENT?

- ◆ Comply with applicable legal requirements
- ◆ Document governmental activities and promote transparency
- ◆ Fulfill obligations to the public
- ◆ Minimize litigation risk
- ◆ Retrieve information faster & simplify decision making

WHAT ARE YOUR PUBLIC RECORDS RESPONSIBILITIES?

- ◆ Recognize and manage public records created as part of your job duties
- ◆ Protect and save public records you create and use
- ◆ File paper and electronic documents so they can be readily accessed (use agency file plan if applicable)
- ◆ Maintain confidential and sensitive information appropriately
- ◆ Dispose of information that is not a public record
- ◆ Retain public records for the appropriate length of time
- ◆ Only dispose of public records in accordance with an approved Retention Disposition Authorization (RDA)
- ◆ Know where to go for help

WHAT PUBLIC RECORDS MIGHT YOU HAVE?

- ◆ Correspondence, email, calendars & schedules
- ◆ Team, project, internal committee, or workgroup documentation
- ◆ Policy or operating procedures, maps or charts
- ◆ Training documentation & videos
- ◆ Agendas & minutes for City Council, committees & boards
- ◆ Personnel or payroll related documentation
- ◆ Purchasing, contracts and budget documents
- ◆ Social media and websites

More information and resources are available on EmployeeNet

What is a Public Record?

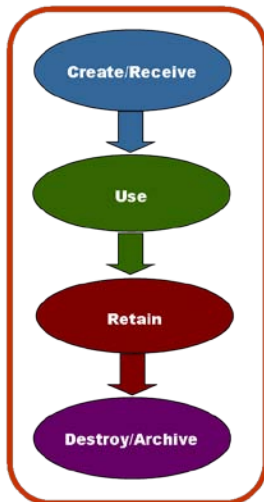
A public record is defined as all materials, regardless of format or characteristics, made or received by a public agency, its officers, or employees in connection with the transaction of public business.

Records occur in both unstructured environments such as MS Office and structured environments like Legistar or Accela. Records can be in different formats such as digital, physical, electronic.

What is not a Public Record?

- ◆ Reference materials and stock copies such as agency publications, blank forms.
- ◆ Duplicate copies (paper or electronic) for convenience or reference purposes only.
- ◆ Draft or working papers – rough notes, calculations (unless retention is required by an RDA).

What is the Life Cycle of a Record?



How Are Records Managed?

Records are managed based on approved general records schedules (GRS) or record disposition authorizations (RDA). GRS and RDA's are reviewed and approved by the WI Public Records Board.

Retention periods and disposition (destroy or archive) are determined by the content of the records, business need, historical value, laws/regulations, and record-keeping best practices.

All records are offered to the WI State Historical Society before destruction.

Where Are Records Retained or Stored?

- ◆ Physical records should be stored at the State Record Center.
- ◆ Electronic records are currently retained in-place on shared drives and in systems such as Legistar, Sharepoint, Tyler Content Management, etc.

Best practices advise employees to delete redundant, outdated, and trivial records from shared drives on an annual basis.

What is a Retention/Disposition Schedule?

Retention schedules:

- ◆ Group and describe related public record series.
- ◆ Mandate how long public records are kept (retention).
- ◆ Mandate what happens to public records at the end of that time period (disposition).