

City of Keiser Data Retention Policy and Procedures

Purpose

The purpose of this policy is to establish guidelines for the retention and secure disposal of records for the City of Keiser. This ensures that essential documents are preserved indefinitely for historical and legal purposes, while other records are systematically disposed of after their retention period to reduce storage costs and protect sensitive information.

Scope

This policy applies to all city departments and covers both physical and electronic records created, received, or maintained by the City of Keiser. It specifically applies to:

- City Ordinances
- City Council Minutes
- Resolutions
- Annual Financial Audits
- Year-End Financial Statements
- Employee Retirement Documents

All other records not listed above should be kept for seven years and then securely disposed of.

1. Data Retention Policy

1. Permanent Retention

- The following records are designated as **permanent records** and shall be retained indefinitely:
 - **City Ordinances**
 - **City Council Minutes**
 - **Resolutions**
 - **Annual Financial Audits**
 - **Year-End Financial Statements**
 - **Employee Retirement Documents**
- These records must be stored securely to prevent unauthorized access, loss, or damage.

2. Seven-Year Retention

- All other city records not specified as permanent records are designated as **seven-year records**.
 - After seven years, these records should be securely shredded to protect sensitive information and maintain data confidentiality.
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2. Data Retention Procedures

A. Storage and Security of Permanent Records

1. Physical Records

- Permanent physical records shall be stored in a designated, secure location, such as a locked file room or storage facility that is accessible only to authorized personnel.
- The file room should be equipped with fire-resistant cabinets or safes to protect documents from physical damage.

2. Electronic Records

- Digital copies of permanent records should be stored on a secure server with restricted access.
- A backup of all electronic permanent records shall be stored offsite or in a secure cloud-based system for disaster recovery.
- Encryption must be used to protect any sensitive information within electronic records.

3. Access Control

- Access to permanent records, whether physical or electronic, shall be restricted to authorized personnel only.
- Access logs should be maintained to track any retrieval or handling of these records.

B. Retention and Disposal of Seven-Year Records

1. Record Identification

- Departments shall review records annually to identify those eligible for disposal based on the seven-year retention period.
- Records created or last modified seven or more years prior to the current date are eligible for disposal.

2. Secure Disposal

- Physical seven-year records shall be securely shredded. Shredding services must comply with industry standards to ensure complete destruction of documents.
- Electronic seven-year records must be permanently deleted from all storage devices, including backups, in a manner that prevents data recovery.

C. Disposal Authorization and Documentation

1. Authorization

- Before disposing of any records, department heads or authorized personnel must review and approve the disposal.
- Disposal must be documented, specifying the types of records destroyed, the date of disposal, and the individual(s) responsible for overseeing the disposal process.

2. Documentation of Disposal

- A disposal log shall be maintained, detailing the records disposed of, disposal methods, and authorization signatures.
- The disposal log shall be retained permanently as an audit trail and proof of compliance with data retention requirements.

D. Annual Review Process

- The City of Keiser will conduct an annual review of records to ensure compliance with retention requirements.
- During the annual review, each department shall:
 - Identify records that must be retained permanently and verify their secure storage.
 - Identify records eligible for disposal and follow disposal authorization and documentation procedures.

E. Training and Compliance

- All employees responsible for handling city records must undergo annual training on data retention requirements and secure disposal practices.
- Departments shall be responsible for ensuring compliance with this policy and shall be subject to periodic audits to verify adherence.

3. Policy Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including termination, as well as potential legal ramifications if data is improperly disposed of or retained against policy.

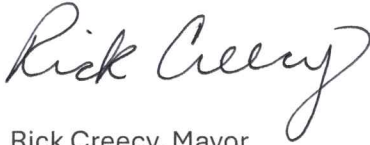
4. Policy Review and Updates

This policy shall be reviewed annually by city leadership and the records management team to ensure it meets current legal requirements and best practices in data retention.

This Data Retention Policy ensures that critical city records are preserved indefinitely, while other records are responsibly managed and securely disposed of after their designated period. Regular training and compliance checks will help maintain the integrity of the City of Keiser's record-keeping processes.

5. Effective Date and Amendments

This policy is effective as of November 18, 2024. Amendments or revisions to this policy will be made public and distributed to all relevant parties.

A handwritten signature in black ink that reads "Rick Creecy". The signature is written in a cursive, flowing style.

Rick Creecy, Mayor
City of Keiser