

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 12

EMERGENCY PLAN FOR CITY RECORDS

OBJECTIVE

To set up guidelines for the protection of vital, important, permanent, and historical records.

CLASSIFICATION OF RECORDS

Vital records: Those which are irreplaceable and can not be reconstructed from other sources. These records would be needed to continue or re-establish the City's operations following a disaster. Including but not limited to:

- Utility billing records for current amount due
- Accounts payable by the City

Important records: Those which are replaceable at reasonable expense, may be reconstructed, or obtained from other sources: Including but not limited to:

- Maps and tax lot information
- Building and Permit records
- Facilities construction and development
- Payroll Records
- Lien Docket

Permanent records: Those which chronicle policy decisions, record meetings, contain legal descriptions, document and establish laws and long-range plans, financial, budget, and audit information, and payroll records. Including but not limited to:

- City Charter
- City Code and/or Ordinances
- City Resolutions
- City Council and Commission Minutes
- Budget, Financial, and Audit
- Election Records
- Comprehensive Plan
- Deeds to City-owned lands and easements

Historical records: Those which afford necessary history and background, establish processes and procedures, and provide understanding for those conducting research. May be irreplaceable, but are not essential to the continuance or re-establishment of the City's operations following a disaster. Including but not limited to:

- Correspondence from prior years
- Complaint records
- Land use applications

PROTECTIVE MEASURES

Vital Records

Utility billing records for current amount due

The City will contract with a vendor to provide an offsite backup of all records daily. The vendor will, in turn provide redundancy by having an additional backup in a secondary location.

Accounts payable by the City

The City will contract with a vendor to provide an offsite backup of all records daily. The vendor will, in turn provide redundancy by having an additional backup in a secondary location.

Backup of computer files

- All Yachats Public records that are generated on the computer will be stored on the network server so they are part of the routine backup procedure.
- The City network server will be backed up each day. The City will contract with a vendor to provide an offsite backup of all records daily. The vendor will, in turn provide redundancy by having an additional backup in a secondary location.
- All Yachats Public records on the server will be backed up to an external hard drive regularly in addition to the backup provided by the vendor.
- Yachats Public Documents will be uploaded to the document library as they are created. All documents received that become part of an agenda packet will be uploaded to the document library.

Important records

- All computer generated information and records will be stored on the City network server to ensure they are part of the routine backup procedure.
- A copy of the maps will be kept at the water plant.

Permanent records:

- Working copies will be made of the Deeds and easements, and the originals stored off-site in the safe deposit box.
- Working copies of City Council and Commission minutes, Resolutions, and Ordinances will be made and the originals transferred to the Yachats Water Plant for permanent storage.
- The current City Council and Commission minutes will be indexed and made a part of the computer data base, stored on the City network server, and will be a part of the routine backup procedure. Minutes which were produced prior to the use of computers will be scanned into the computer and indexed in an ongoing project as staff has the time.
- Election records, audit reports, budgets, insurance records, and other financial data that is to be kept permanently will be transferred to the Yachats Water Plant for storage.
- Yachats Public Documents will be uploaded to the document library as they are created, if possible. All documents received that become part of an agenda packet will be uploaded to the document library.

Historical records:

- Records which are computer generated will be kept on the network server and be a part of the routine backup procedure.
- Yachats Public Documents will be uploaded to the document library as they are created. All documents received that become part of an agenda packet will be uploaded to the document library.
- Records which are of interest to the Little Log Church and Museum will be transferred to that site for storage and/or display.
- Records of general historical interest will be maintained as per the retention schedule. Storage will be on-site in file cabinets and/or appropriate containers.