

RECORDS MANAGEMENT COMMITTEE

PURPOSE: The Records Management Committee is responsible for promoting sound records management practices through the development of information for use by the membership. The Records Management Committee works closely with the **Historian** who is responsible for collecting and maintaining the historical records of the Association.

RESPONSIBILITIES:

1. Update the Guidelines for the Retention of Municipal Records in Colorado through the addition of new records and the periodic review of existing ones.
2. Develop handouts for use by municipal clerks in a variety of records management areas.
3. Review, at least biennially, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.
4. Responsible for updating the State Records Retention model to supply continuity and professionalism.

RESPONSIBILITIES OF HISTORIAN:

1. Provide for the consistent collection of association records.
2. Maintain and index all historical and archival records.
3. Assist in developing operational procedures for the Executive Board and the committees.
4. Create a history of the Association.
5. Perform research and records searches.

NUMBER OF COMMITTEE MEMBERS: Eight. (This number serves only as a guideline for the committee chair. The chair may appoint any number of members necessary to carry out the responsibilities of the committee.)

REPORTS REQUIRED: Written reports are created for the business meetings held at the Colorado Municipal League Conference and at the CMC Institute. If no significant events have occurred between the dates of these meetings, the same report may be submitted at each. Another written report, including all activities for the year, is created for the business meeting held at the Annual Conference. Reports for all CMCA meetings should be sent, in duplicate, to the Secretary prior to the meeting. The original of all reports will be preserved by the Historian.

RECORDS MANAGEMENT COMMITTEE (cont)

BUDGET:

Refer to current budget for committee allocation amount.

ATTACHMENTS:

1. Records Transfer Guidelines
2. Index of Permanent Records of CMCA
3. Index of Responsible Party for Permanent Records

**COLORADO MUNICIPAL CLERKS ASSOCIATION
RECORDS TRANSFER GUIDELINES
NOVEMBER 1966**

As municipal clerks, we clearly understand the value that accrues to our government organizations by maintaining records in a consistent and logical manner. Likewise, a value would accrue to our professional association by the utilization of similar record keeping practices. Records not only provide information regarding the operation and administration of the Association, they also provide valuable historical perspectives and references. The Colorado Municipal Clerks Association understands this and has therefore re-instituted the position of Historian to ensure preservation of its records and its history.

Approximately 23 different records series have been identified (for purposes of discussion, the general records of individual committees have been considered as one records series) as permanent records of the Colorado Municipal Clerks Association. The role of Historian is to preserve the records. What follows are some guidelines designed to assist CMCA officials and members in the transfer of permanent records to the Historian.

In general:

1. The original of every record series identified as permanent (see attached list) shall be sent to the Historian for storage and preservation. Except for reports for business meetings, the record should be sent directly to the Historian.
2. Every document should be dated. The date may be one of the following: a) the date created; b) the date distributed; c) the date adopted; d) the date effective.
3. Correspondence of a routine nature need not be sent to the Historian. However, any correspondence which sets policy or precedent or any correspondence which identifies or refers to a specific event or activity of the Association should be sent. If in doubt, send the record.
4. At the end of the Association (calendar) year, files of work undertaken should be sent to the Historian. Send originals whenever possible; copies will be given to officer or committee chair successors.

**PERMANENT RECORDS OF THE
COLORADO MUNICIPAL CLERKS ASSOCIATION**

OPERATIONAL

Budgets

 Proposed

 Adopted

Business Meetings

 Agendas

 Minutes

 Supporting Documents

Correspondence (non-routine)

Executive Board Meetings

 Agendas

 Minutes

 Supporting Documents

Financial Reports

Committees

 Assignments

 Correspondence

 Reports

ADMINISTRATIVE

Bylaws

 Adopted

 Proposed, with backup information/explanations

Committee Information

Incorporation Documents

Oaths of Office

Officer Information

Policies & Procedures (Manual)

Resolutions

HISTORICAL

CMC, MMC, and AAE Designations

Clerk's Luncheons

 Announcements

Communiqué

Annual Conference Program

Institute (CMC, MMC, and AAE)

 Program

- Application Form
- Roster of Attendees
- Evaluation
- Membership Lists
- Municipal Clerk's Week
 - Activities/announcements
 - News clippings
- Press Releases
- Proclamations
- Special Projects/Assignments
 - Manuals
 - Surveys
- Visual Records
 - Photographs
 - News Clippings
 - Videotapes

**RESPONSIBLE PARTY
PERMANENT RECORDS OF THE
COLORADO MUNICIPAL CLERKS ASSOCIATION**

(NOTE: Please notify the Historian if another person is designated as the responsible party.)

President:

- Bylaws
- CMC, MMC, and AAE Designations
- Committee Assignments
- Committee Information
- Municipal Clerks Week (CMCA official actions/activities)
- Oaths of Office
- Officer Information
- Policies & Procedures (Manual)
- Proclamations
- Resolutions

Secretary:

- Business Meetings
 - Agendas
 - Minutes
 - Supporting Documents
- Executive Board Meetings
 - Agendas
 - Minutes
 - Supporting Documents
- Press Releases

Treasurer:

- Budgets (proposed/adopted)
- Financial Reports

Committee Chairs (general):

- Correspondence
- Project and Activity Information

Committee Chairs (specific):

Awards:	Criteria, announcements, nominations received
Editor:	Communiqué
Education:	On the Road Workshop announcements, programs for all educational offerings
Annual Conference:	Conference guidelines
Membership:	Membership Lists, statistical information
Nominating:	Slate of nominees, ballot as printed, candidate information

Scholarship: List of scholarships awarded, guidelines for general scholarships

Any Members Involved in or Having Access to the following:

Clerk's luncheons
Municipal Clerks Week
Special Projects/Assignments
Visual Records

Listed below are guidelines regarding the specific records series.

OPERATIONAL RECORDS

Budgets -- Includes both proposed and adopted budgets. Indicate type of budget by title.

Business Meetings -- Includes agendas, minutes, and any documents distributed at the meetings. Agendas and minutes for the same meeting should be attached together.

Correspondence -- Excludes routine correspondence and correspondence from outside the Association which is not answered. When a response is made, please attach the request and response together.

Executive Board Meetings -- Includes agendas, minutes, and any documents distributed at the meetings. Agendas and minutes for the same meeting should be attached together.

Financial Reports -- Includes treasurer reports.

Committees -- (Provided primarily by committee chairs). Includes a list of committee chairs assigned by the president and all committee members, non-routine correspondence, reports, and file of work undertaken. (See listing under specific committees for additional document listings.)

ADMINISTRATIVE RECORDS

Bylaws -- Includes both proposed and adopted bylaws. Also includes any background information or explanation supporting or opposing the proposed changes.

Committee information -- General. (Provided primarily by president or executive board.) Includes committee purpose, composition, goals, assignments.

Incorporation Documents -- Includes copy of application and/or renewal forms.

Oaths of Office -- One original of oaths signed by president, vice president, secretary, and treasurer.

Officer Information -- Includes list of officers, organizational charts, and any general information regarding duties, responsibilities or requirements of officers.

Policies and Procedures -- Includes a variety of information. No comprehensive collection consists as of yet.

Resolutions -- (Note: There were no resolutions adopted after 1984.)

HISTORICAL RECORDS

CMC, MMC, and AAE Designations -- Includes names of persons having achieved these designations and the year achieved. Includes letters/press releases from IIMC, correspondence from president.

Clerk's Luncheons -- Includes announcements and schedule of monthly or other clerks' luncheons held throughout the state. Does not include activities for Municipal Clerks Week.

Communiqué -- Send 2 copies of each issue to Historian.

Membership Lists -- Listing of member names and municipalities. Includes any periodic reports. Excludes any statistical information.

Municipal Clerks Week -- Includes news clippings, proclamations, meeting/event announcements and activities, invitations, and programs.

Press releases -- From CMCA, IIMC, municipal governments regarding a member or a profession-related activity involving a member.

Proclamations -- From CMCA or a municipal government regarding a member or a profession-related activity involving a member.

Special Projects/Assignments -- Includes any activity outside the normal activities of the association. Includes final report or recommendation.

Visual Records -- Of any profession-related events and activities involving one or more members of CMCA. Includes photographs from newspapers. Date, event, name of person (as reasonable) should be noted on back of photograph. Name and date of newspaper should be included.

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