



# Pima County Clerk of the Board

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## MEMORANDUM

TO: Honorable Chair and Board Members  
Pima County Board of Supervisors  
*RB*

FROM: Robin Brigode, Clerk of the Board

DATE: December 9, 2014

RE: Amendment to Board of Supervisors Policy C 4-2, Pima County Records Management Program

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Board of Supervisors Policy, C 4-2, Pima County Records Management Program is being amended to correct statutory references and to update the language of the policy.

Thank you.

Attachment



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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### Purpose

The Pima County Records Management Program is mandated by A.R.S. §41-1346151.14.

### Background

It is the responsibility of the Document and Micrographics Management Division of the Clerk of the Board to establish and maintain administer the Pima County Records Management Program. This ~~Program~~ creates and implements systematic controls for records and information from the point of creation or receipt through the final disposition or archival retention, including the distribution, use, storage, retrieval, protection and preservation of County records regardless of the format of the record. In Pima County, this is accomplished by operating a Records Management Center for the maintenance of inactive records, establishing standards and procedures for stored records, maintaining a secure vault for the maintenance of micrographic and machine readable records and operating a Micrographics Center. Standards for this Program have been established by the Arizona Department of Library, Archives and Public Records.

### Policy

It is the policy of the Board of Supervisors that all Elected Officials, Appointing Authorities, and Department Directors ~~are responsible to ensure~~ require their departments/divisions ~~participate to be active participants~~ in the Pima County Records Management Program and adhere to the established guidelines administered by the Document and Micrographics Management Division.

### Implementation

The County Administrator shall distribute An Administrative Procedure shall be developed outlining the and Records Management Guidelines provided for of the Pima County Records Management Program.

### Applicability

This policy applies to all Pima County departments, and special districts of Pima County, whether under the supervision of an elected or appointed official and boards, commissions and/or committees established by the Board of Supervisors. The only



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exception is the Clerk of the Superior Court which maintains a separate Records Center. Exceptions to this policy are the Pima County Superior Court which adheres to the record retention guidelines prepared by the Arizona Supreme Court, and the records separately and solely maintained by the Clerk of the Superior Court.

**References**

A.R.S. §41-1346, et. Seq.

Pima County Administrative Procedure 4-5

Effective Date: July 5, 2000

Revision Date: December 9, 2014