

# County of Lancaster

## Record Management Policy

### Revision 0

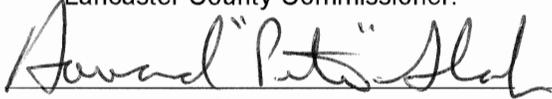
Approved By:

Chairman

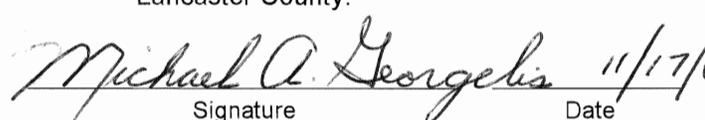
President Judge

Lancaster County Commissioner:

Lancaster County:

  
Signature

11/17/04  
Date

  
Signature

11/17/04  
Date

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November 17, 2004

**Introduction:**

The County of Lancaster recognizes that the citizens of Lancaster County have a right to expect, and the County has an obligation to foster, efficient and cost-effective government and further recognizes the central importance of County records in this process. The County of Lancaster has a responsibility to its citizens to manage, protect, preserve and make available County records.

**Policy:**

It is the policy of the County of Lancaster that its public records be created, maintained, and disposed in full accordance with the guidelines and rules promulgated by the Pennsylvania Historical and Museum Commission (PHMC) and the Supreme Court of Pennsylvania Administrative Office of Pennsylvania Courts (AOPC), and County laws, regulations, and administrative rules. Public records will be made available upon request in accordance with state statute and County policy. In the interest of efficiently using public resources, County records shall be retained only as long as is required to meet legal, financial, administrative, or historical needs.

**Purpose:**

The purpose of this policy is to provide consistent standards for the effective management of the County's records. A comprehensive program for the management of all County records, including electronic records, is necessary to ensure compliance with the PHMC, AOPC, Lancaster County Security Policy, and to ensure that County records meet judicial admissibility standards when required in litigation. Comprehensive records management includes all stages in the "life" of a record: creation, maintenance, use, storage, and disposition by destruction or transfer to the Lancaster County Archives.

**Objectives:**

The County will endeavor to ensure that all records are effectively managed, such that they can be:

- Captured, stored and protected against damage, loss or unauthorized access.
- Efficiently retrieved in response to requests received from the public and County Offices.
- Preserved in such a way as to ensure their ongoing retrievability and readability.
- Eliminated where there is a duplication of records - Originating office retains the records for which they are responsible for periods of time consistent with the PHMC and AOPC requirements.
- Shared electronically within a county agency and between county agencies.
- Developed through standardized records management practices for the County of Lancaster.

County Office Disaster Recovery kits will be stored at one off-site record management facility.

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**Accountability:**

**County/Court Officials** – Elected, appointed officers or department heads of a Lancaster County agency or Court department who by state statute, regulation, or administrative policy is responsible for the maintenance, care, and keeping of county records, regardless of whether such records are in his/her personal custody and control.

**County/Court Staff** – All County/Court employees are responsible for ensuring that records are as complete and accurate as is necessary for a third party to reconstruct the official functions and activities for any Lancaster County agency or Court department.

**Records Director** – The person appointed by the county commissioners to act as the county's representative in all areas of records management: policy, procedures, responsibility, and record retention compliance.