

MOTION OF THE COUNCIL OF ALLEGHENY COUNTY

Directing Senior Staff to create a draft Documents Management Policy for County Council to be presented for review to the Executive Committee within thirty (30) days of passage of this motion; with the expectation that the Executive Committee will review the policy and present it to the full Council for consideration with any appropriate recommendations within thirty (30) days of its receipt of the policy.

WHEREAS, the creation of a new Home Rule government in Allegheny County has provided a legislative County Council with Members elected by district and at large to represent the diversity of our County's citizens and provide better access to County government; and

WHEREAS, one of the hallmarks of good government is the ability to provide access to County government through open records and open meetings, including taking appropriate steps to preserve the official records of the legislative body as well as other appropriate documents that can provide research, background, reference materials, and archives to the general public; and

WHEREAS, in order to preserve the records and actions of this body, an appropriate Documents Management Policy should be put in place and adopted by the body so that there is an ongoing inventory of documents, including types and quantity; a plan for preservation of those documents; guidelines to determine what documents should be retained and in what manner; and address other peripheral issues relating to document management; and

WHEREAS, Council staff is in the best position to identify documents, recommend policy and priority, and provide County Council with the information necessary to implement a comprehensive Documents Management Policy that will inure to the benefit of the people of Allegheny County;

NOW THEREFORE, IT IS MOVED, BY THE COUNCIL OF ALLEGHENY COUNTY, That the Senior Staff is directed to create a draft Documents Management Policy for County Council to be presented for review to the Executive Committee within thirty (30) days of passage of this motion; with the expectation that the Executive Committee will review the policy and present it to the full Council for consideration with any appropriate recommendations within thirty (30) days of its receipt of the policy.

SPONSORED BY COUNCIL MEMBER ROBINSON


In Council July 5, 2005.

Read and Approved.



Rich Fitzgerald

President of Council

Attest: 

John Mascio
Chief Clerk of Council