

ORDINANCE NO. 2015-10-551

**AN ORDINANCE TO ESTABLISH A POLICY FOR PURGING
NON-ESSENTIAL INFORMATION AND RECORDS STORED
ON THE COMPUTERS, NETWORK, INTRANET, OR OTHER
SUCH ELECTRONIC DEVICES OWNED AND MAINTAINED
BY THE CITY OF TONTITOWN, ARKANSAS.**

WHEREAS, there is currently no written policy directing how long non-essential information or records (hereinafter referred to as "records") stored on the computers, network, intranet, or other such electronic devices owned and maintained by the city of Tontitown, Arkansas (collectively referred to as "information systems"), must be retained or when they may be destroyed; and

WHEREAS, that such a policy should be created and enacted in order to promote smooth and reliable operation of the information systems and to ensure that the retention and destruction of such non-essential records are consistent and predictable; and

WHEREAS, Arkansas Code Annotated §14-2-203(b) allows cities to enact by ordinance a policy of record retention and disposal provided that the city complies with any specific statute regarding municipal records, and that the following records are maintained permanently in either the original or electronic format as required by law:

- (A) Ordinances;
- (B) City council minutes;
- (C) Resolutions;
- (D) Annual financial audits; and
- (E) Year-end financial statements.

NOW THEREFORE, BE IT ORDAINED, by the City Council of the city of Tontitown, Arkansas, that:

Section 1: A policy of destroying or purging non-essential electronic mail and other unneeded records be performed every thirty (30) days.

Section 2: Any record stored on the city of Tontitown, Arkansas' network that must be preserved for a longer amount of time according to state law, federal law, a spoliation of evidence letter, or that otherwise require retention shall not be purged pursuant to this policy.

Section 3: At such time, if any, it is no longer necessary to retain and preserve any such retained records, the records may be purged pursuant to this policy.

PASSED and APPROVED this 6th day of October, 2015.



PAUL COLVIN, JR., Mayor

ATTEST:



, Recorder-Treasurer