

Records Management Officer 1282
TASK LIST 2026

1. Develops and administers a comprehensive Records Management Program in order to fulfill the duties and responsibilities of the Office of the City Clerk.
2. Develops uniform standards and controls for the identification, maintenance, protection, transfer, retention and disposition of City records in order to optimize administrative workflows.
3. Advises and assists others in records management techniques and procedures, records protection, storage, retrieval, elimination and preservation, and automated records processing applications in order to cultivate office-wide compliance and technical proficiency.
4. Analyzes legislative and legal requirements affecting records management; and recommends new or revised related legislation in order to ensure legal compliance while minimizing administrative burden.
5. Directs the operation of the City Archives in order to fulfill the duties and responsibilities of the Office of the City Clerk.
6. Plans and develops a long-range program for the retention of selected archival records, including determining requirements for materials and equipment, and establishing view and reproduction methods in order to ensure the proper preservation and storage of records.
7. Directs the operation of the Records Retention Center in order to ensure the proper preservation and storage of records.
8. Inventories and appraises the importance and value of records within the long-range retention system in order to ensure legal compliance while providing for the controlled transmission of departmental records to the Center, economical storage, dependable retrieval services, and the timely destruction of records.
9. Develops, maintains, and reviews standards and procedures for the filing, indexing, cross referencing, and cataloging of records in order to facilitate the systematic retrieval of and streamlined access to departmental records.
10. Supervises the storage of records in the Center in accordance with established records retention schedules in order to facilitate the systematic retrieval of and streamlined access to departmental records.
11. Arranges for the salvage or secure destruction of obsolete records in order to ensure legal compliance while maximizing storage efficiency and data confidentiality.

12. Conducts periodic surveys of records in the Center and prepares operational reports in order to ensure record accuracy and completeness.
13. Prepares reports, memos, and correspondence relating to the Records Management Program in order to report updates and the status of the program to upper management, elected officials, and other city departments.
14. Prepares, maintains, and coordinates the distribution of a records retention procedures manual in order to standardize operational procedures across the organization. .
15. Advises departments on available services and methods for accessing files from the Records Retention Center in order to provide awareness of the Records Management Program and department retention responsibilities.
16. Advises management about Council actions concerning records management in the City in order to keep management informed of policy changes.
17. Develops training programs to assist departments in fulfilling their records management duties in order to provide awareness of the Records Management Program and to clarify department retention responsibilities.
18. Communicates Equal Employment Opportunity (EEO) information to employees and provides career development guidance in order to comply with supervisory responsibilities under EEO.
19. Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates in order to comply with supervisory responsibilities under Equal Employment Opportunity (EEO).
20. May occasionally be assigned to other duties for training purposes, to adapt technological changes, or to address emergencies in order to meet the operational needs of the Office of the City Clerk.