

# Record Retention Strategies for Everybody

STAYING LEGAL WITH PAPER & MEETINGS



OPEN

NEW COUNTY LAND BANK



# RECORD RETENTION TRUIISMS:

YOUR LAND BANK IS A "PUBLIC OFFICE"

"SUNSHINE LAWS" APPLY TO YOU

BOARD OF DIRECTORS & COMMITTEES  
MUST MEET "OPENLY" AND WITH NOTICE.  
MUST KEEP RECORDS

"PUBLIC RECORDS" IS A BROAD CONCEPT;

INCLUDES ELECTRONIC OR PAPER

DOCUMENTS OR COMMUNICATIONS

ABOUT YOUR BUSINESS

PUBLIC RECORDS MAKES YOU SUBJECT  
TO THE RECORDS RETENTION PROCESS;  
KEEP IT "ORDERLY AND ACCESSIBLE"

# CCLRC DOCUMENTS:

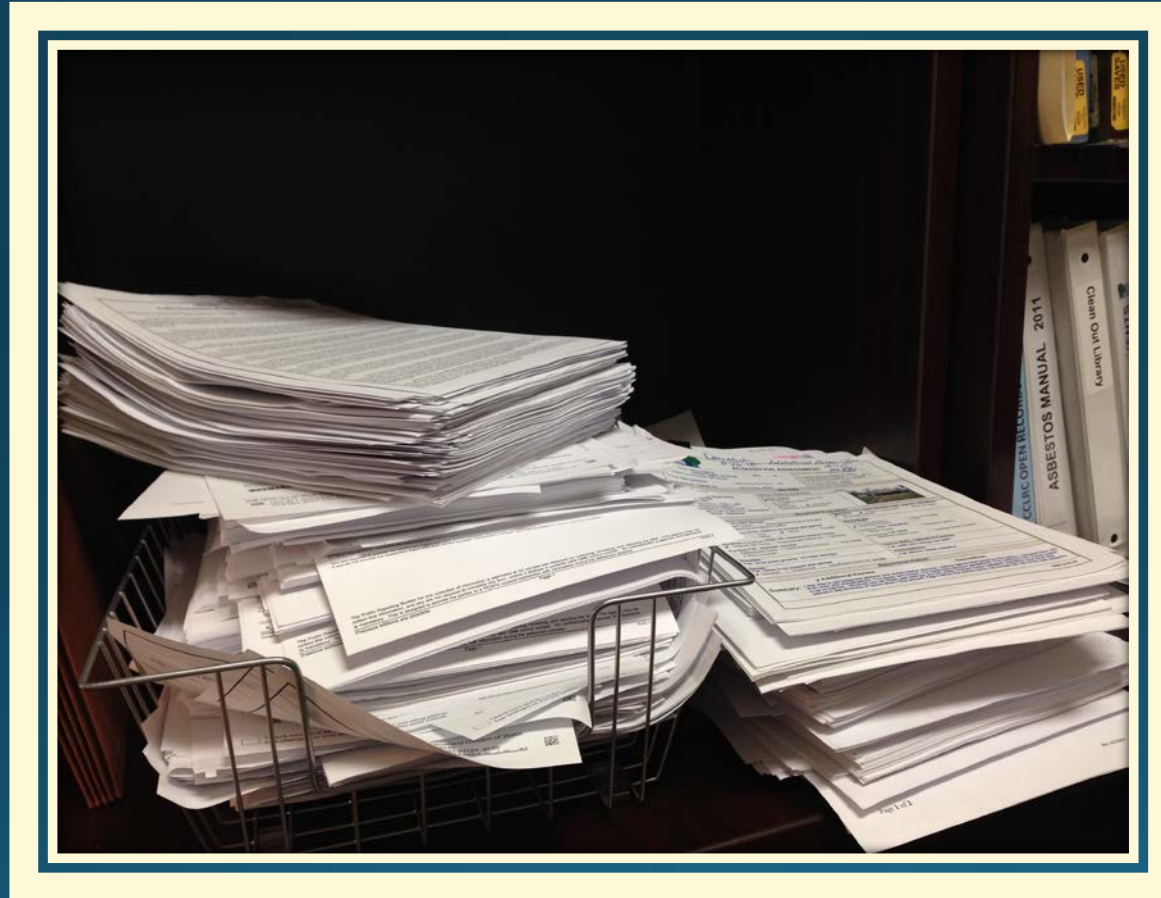
PROGRAMS/  
PROPERTY  
FILES:

--ACQUIRED

--DISPOSED/  
REJECTED

--PURGED

Arranged by  
parcel  
number



FINANCIAL  
FILES:

Arranged  
chronologically  
and boxed by  
year

# TOOLS FOR ORGANIZING RECORDS & DOCUMENTS

- MASTER LIST OF RECORDS
- RECORDS RETENTION SCHEDULE
- CONSISTENT FILING
- LABELS
- PRE-INKED STAMPS
- MANY LISTS!

1097	020-14-112	SOURCE:
1098	020-14-112	SOURCE:
1099	020-14-121	SC
1100	020-14-153	SC
1101	020-15-101	SC
1102	020-15-107	SC
1103	020-15-135	SC
1104	020-16-039	SC
1105	021-07-046	SC
1106	021-10-010	SC
1107	021-21-039	SC
1108	021-21-041	SC
1109	021-21-051	SC
1110	021-22-018	SC
1111	021-22-019	SC
1112	021-22-021	SC
1113	021-22-050	SC
1114	021-22-106	SC
1115	021-23-041	SC



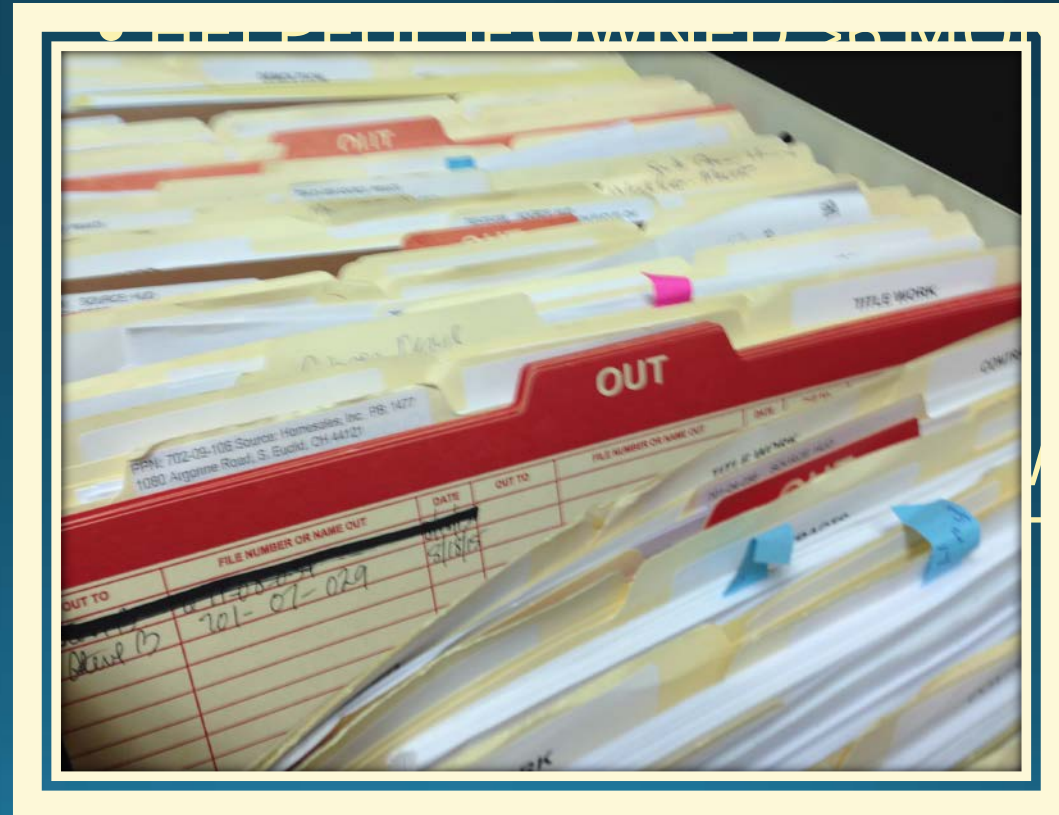
# HOW WE ORGANIZE:

- 3 IDENTIFYING STICKERS IN 12 POINT FONT
- SKELETON FOLDER: PARCEL
- SKELETON FOLDER: CONTRACTS
- SKELETON FOLDER: TITLE WORK
- SKELETON FOLDER: DEED
- PUT IT ON THE RIGHT SIDE IN 16 POINT FONT
- THE CATCH-ALL
- AGREEMENTS, APPS, CONTRACTS, ETC
- RESEARCH, REPORTS, COMMITMENTS, INSURANCE POLICIES
- "RECORDED INSTRUMENTS" THAT AFFECT THE FEE INTEREST

# HOW WE ORGANIZE:

- SKELETON FOLDER:  
DEMO/REHAB
- SKELETON FOLDER:  
UTILITIES
- SKELETON FOLDER: HUD  
COMPLIANCE
- "OUT" CARDS

- IT'S EITHER ONE OR THE OTHER



THIS

WHERE  
HAS



Embrace the

Antiquity!!

*Signed original documents* will continue to exist until we have created another acceptable way of imprinting a person's *unique existence* onto a piece of paper to authenticate it.

# THE NATURE OF RECORDS

BE "POETICALLY" & "COMMUNICATIVELY" DESCRIPTIVE

"THE COUNCILMAN HOLDS A CONTRARY OPINION TO THE LAND BANK WHICH WE CANNOT ENDORSE"  
NOT: "COUNCILMAN SMITH IS A BLISTERING IDIOT."

"THE PROJECT IN QUESTION DOES NOT APPEAR TO BE A FINANCIALLY WORTHWHILE ENDEAVOR FOR THE LAND BANK AT THIS TIME"  
NOT: "THAT HOUSE IS A LOST CAUSE"

"WE CANNOT DETERMINE WHY AN ASBESTOS SURVEY WAS NOT REQUESTED ON THE USUAL SCHEDULE; PLEASE CORRECT THIS SITUATION WITH ALL DUE HASTE"  
NOT: "WHO FORGOT TO ORDER THE ASBESTOS SURVEY?"

THE UNRECORDED SPOKEN WORD "EVAPORATES" AFTER IT IS SPOKEN

DO NOT MIX "JOKES" WITH YOUR OFFICIAL BUSINESS

# ORGANIZE YOUR PROCESS FOR RECORDS MANAGEMENT:

WRITE IT DOWN—LIKE A “RECIPE” FOR WHAT TO DO

CONSIDER A GOOD DATABASE PROGRAM FOR INFORMATION MANAGEMENT

GENERATE A RECORDS RETENTION SCHEDULE (RC-2) —YOU NEED A LOCAL RECORDS COMMISSION TO DO THIS

**STICK TO THE WRITTEN PROCESS—ALWAYS!**

# WHEN YOU GET A PUBLIC RECORDS REQUEST:

## PREPERATORY ACTION:

- Hire/choose the most qualified staff member to organize your records
- Get a copy of the “Yellow Book”; read it frequently
- Board establishes your Local Records Commission; at its meeting, adopt your RRNS (RC-2) & authorize the posting of the records policy in your office
- Write up your process and policy for public records requests; create a staff open records manual
- Make your public records policy poster

# WHEN YOU GET A PUBLIC RECORDS REQUEST:

## ROUTINE ACTION:

- Attend “sunshine law” presentations regularly
- Get your system going and stick to it always!
- KNOW YOUR RESPONSIBILITIES
  - Acknowledge request promptly
  - Assemble the documents
  - Communicate with the requestor
  - Document your communications
  - Don’t guess! Get help if in question

# WHEN YOU GET A PUBLIC RECORDS REQUEST:

## WHEN YOU GET FANCY:

- Organize your emails in efolders by year; purge on schedule
- Use a DropBox account to answer public records requests
- Post generic information on your website

# MAKE YOUR LAND BANK THE KIND OF PLACE THAT IS RENOWN FOR CHEERFUL COMPLIANCE WITH THE SUNSHINE LAWS!

A certain kind of famous, unhappy man said:

“I want to thank you for the prompt, thorough, and constituent-oriented manner in which you have responded to my PRR. I wish all public entities took this responsibility as seriously as you have demonstrated.”

Be the first line of defense against a suspicious and/or irritated citizenry, deflecting those feelings by opening up the records that they are lawfully entitled to see.

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