

ORDINANCE NO. 120366

An Ordinance amending Section 3-2804 of Ordinance No. 77780, the Administration Code, entitled, Document and Record Retention Schedule, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds that the Record Retention Schedule provides for keeping correspondence of the City Auditor for 20 years while correspondence of all other divisions of City government is kept 6 years, that the City Auditor has voluminous correspondence presenting acute storage problems, that the retention of said Auditor's correspondence should be reduced from 20 years to 6 years, and that Section 3-2804 of Ordinance No. 77780, the Administration Code, entitled, Document and Record Retention Schedule, should be amended accordingly: Now, therefore, Section 3-2804 of Ordinance No. 77780, the Administration Code, entitled, Document and Record Retention Schedule, is hereby amended to read as follows:

Section 3-2804. DOCUMENT AND RECORD RETENTION SCHEDULE.

Years To be Retained	City Auditor's Form No.	Other Form Nos.	Where Filed
*****	*****	*****	*****

CORRESPONDENCE

City Auditor	<u>6</u>	--	--	--
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Section 2. The Council also finds that due to shortage of storage space, particularly space for Bonded Assessment Receipts and Open Lien Receipts, that the period of retention for said receipts should be reduced from permanent to 20 years and that all of said Bonded Assessment and Open Lien Receipts prior to the year 1945 be destroyed and that Section 3-2804 of Ordinance No. 77780, the Administration Code, entitled, Document and Record Retention Schedule, is hereby amended to read as follows:

Section 3-2804. DOCUMENT AND RECORD RETENTION SCHEDULE.

Years To be Retained	City Auditor's Form No.	Other Form Nos.	Where Filed
*****	*****	*****	*****

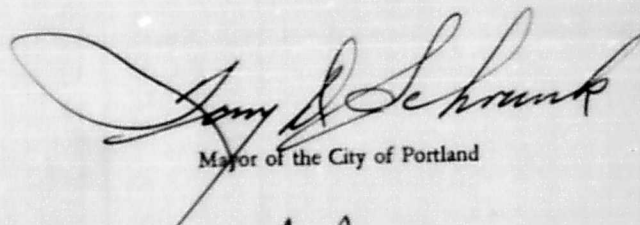
RECEIPT

Bonded Assessment	<u>20</u>	F-272	--
Municipal Paving	<u>20</u>	F 73-8	--
Sewer Fund	<u>20</u>	F 73-4	--
Sidewalk and Nuisance	<u>20</u>	F 73-6	--
Street Extension	<u>20</u>	F 73-3	--
Street Improvement Fund	<u>20</u>	F 73-5	--
*****	*****	*****	*****

ORDINANCE No.

Section 3. Inasmuch as this ordinance is necessary for the immediate preservation of the public health, peace and safety of the City of Portland in this: That it is necessary to reduce the retention period of said documents without delay, so that additional storage space may be made available for more current documents, therefore, an emergency is hereby declared to exist and this ordinance shall be in force and effect from and after its passage by the Council.

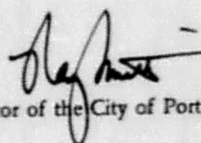
Passed by the Council, MAY 13 1965



Amy D. Schrank

Mayor of the City of Portland

Attest:



Auditor of the City of Portland

Calendar No. 1949

ORDINANCE NO. 120366

Title

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THURSDAY

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Bean	/	
Bowes	/	
Earl	/	
Grayson	-	
Schrunk	/	

FOUR-FIFTHS CALENDAR	
Bean	
Bowes	
Earl	
Grayson	
Schrunk	

RAY SMITH
Auditor of the CITY OF PORTLAND

Filed MAY 7 1965

By *Robert G. [Signature]*
Deputy

INTRODUCED BY
Commissioner Bean

DRAWN BY
SGF:ec
Date May 5, 1965

NOTED BY THE COMMISSIONER
Affairs
Finance <i>CFP</i>
Safety
Utilities
Works

City Attorney

NOTED FOR CITY AUDITOR
<i>RG</i>
<i>Mc RA</i>

APPROVED
Date
By
Date
By
City Engineer