



Legislation Text

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DATE: June 21, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Shauna R. Billingsley, City Attorney
Kristen L. Corn, Assistant City Attorney

SUBJECT:

Consideration of Resolution 2017-05, A Resolution to Amend the City of Franklin Records Retention Policy Relative to Social Media and Security Video Camera Records (06/27/17 WS)

Purpose

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2017-05, A Resolution to Amend the City of Franklin Records Retention Policy Relative to Social Media and Security Video Camera Records.

Background

BOMA adopted the MTAS (Municipal Technical Advisory Service - University of Tennessee) "Records Management for Municipal Governments...a reference guide for city officials and municipal records custodians" ("Policy") in 2005. The Policy has been amended by MTAS several times, but has no reference to social media or security video systems. The City is an active participant in social media and recently has installed security cameras in its public garages and other City-owned facilities. Because the Policy does not provide a retention schedule for public records that may be created by the use of social media or by security cameras and because it would place a burden on City staff and resources to retain these records for an extended period of time, staff recommends amending the Policy to acknowledge social media and security video recordings as "temporary records," thereby placing a period of 120 days on social media records and 30 days on security video recordings on the City to retain these records.

Financial Impact

There is no financial impact to passing this resolution.

Recommendation

Staff recommends adoption of Resolution 2017-05 as presented.