



December 10, 2014

Item No. 6

ADOPTION OF REVISED RECORDS MANAGEMENT POLICY

TO THE HONORABLE BOARD OF COMMISSIONERS:

RECOMMENDATION

It is recommended that the Board of Commissioners approve and adopt the Chicago Housing Authority's revised Records Management Policy. The existing policy was last revised in 2004, and has recently been updated in consultation with outside industry professionals to ensure that the CHA's policies and practices remain consistent with the standards and best practices for record handling and retention among government agencies. The CHA's Department of Administration (acting through its Records Management Office) and the Office of General Counsel have completed all necessary due diligence to support the submission of this initiative and recommend the approval and adoption of this Revised Records Management Policy accordingly.

CORPORATE GOAL

The proposed policy supports each of the Plan Forward's goals by observing standards and maintaining best practices for records management across the Authority, enabling the responsible and responsive use of CHA Records in the service of residents and the effective management of CHA resources.

FUNDING:

N/A

GENERAL BACKGROUND/EXPLANATION

The purpose of the CHA Records Management Policy (the "Policy") is to provide the Authority with formal guidelines and governance related to the creation, maintenance and handling of CHA Records by CHA staff and all CHA contractors or vendors who handle CHA records as part of their regular duties and responsibilities. Administrative and technological changes since the implementation of the prior policy have warranted revisions to the Policy to reaffirm its application to certain activities performed by CHA contractors, including property managers, HCV administrators and construction managers.

The Policy is supplemented by the CHA's Records Program and Procedures and the CHA's Record Retention Schedule, which is periodically updated and submitted for regulatory approval to the Local Records Commission of Cook County (LRCCC), the regional agency responsible for oversight of records management by local government entities such as the CHA.

The revisions are largely technical rather than substantive. The 2014 revision to the Policy will provide some grammatical updates and revised language pertaining to titles, definitions, and other minor editorial changes. The following material changes have been added to enhance transparency in the Policy's scope and application:

- Reaffirmation of the Policy's application that neither CHA User Departments nor CHA Vendors responsible for CHA Records are permitted to discard or dispose of CHA Records outside of the mandatory review process involving formal submission to LRCCC and handling in accordance with the CHA's Records Program and Procedures.
- Updates to certain Policy definitions and titles to consistently track internal departments' roles and designees, including record liaisons, the Knowledge Manager and the Retention Committee.
- The Policy requires diligent efforts and coordinated use of the CHA's Records Program Procedures, as well as the Retention Schedule. None of these companion resources are properly used in isolation. Staff and affected CHA vendors are charged with knowing and responsibly administering all elements of the CHA Records Program.
- Clarification of handling standards noting the ideal frequency of file reviews to facilitate the transfer of inactive records to storage and the routine certification of expired records eligible for destruction, which should be done at least annually.

RESOLUTION NO. 2014-CHA-122

WHEREAS, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board letter dated December 10, 2014 entitled: **“ADOPTION OF REVISED RECORDS MANAGEMENT POLICY ”**;

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY:

THAT, the Revised Records Management Policy (2014) is adopted.

THAT, the Board of Commissioners authorizes the Chief Executive Officer and his designees to implement the Revised Records Management Policy (2014).

