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Title: Ordinance amending the Pittsburgh Code of Ordinances, Title I: Administrative, Article IX: Boards, Commissions and Authorities, Chapter 179D: Records Management Advisory Commission, by repealing Chapter 179D in its entirety.

Sponsors: R. Daniel Lavelle

Indexes: PGH. CODE ORDINANCES TITLE 01 - ADMINISTRATIVE

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
5/29/2026	1	Mayor	Signed by the Mayor	
5/27/2026	1	City Council	Passed Finally	Pass
5/18/2026	1	Standing Committees	Affirmatively Recommended	Pass
5/12/2026	1	City Council	Read and referred	

Ordinance amending the Pittsburgh Code of Ordinances, Title I: Administrative, Article IX: Boards, Commissions and Authorities, Chapter 179D: Records Management Advisory Commission, by repealing Chapter 179D in its entirety.

The Council of the City of Pittsburgh hereby enacts as follows:

Section 1. The Pittsburgh Code of Ordinances, Title I: Administrative, Article IX: Boards, Commissions and Authorities, Chapter 179D: Records Management Advisory Commission, by repealing Chapter 179D in its entirety.

[CHAPTER 179D

Records Management Advisory Commission¹

§ 179D.01. Definitions. ~~{Ord. No. 19-2012, § 1, eff. 10-2-2012; Ord. No. 43-2017, § 15, eff. 12-1-2017; Ord. No. 2-2018, § 5, eff. 2-15-2018; Ord. No. 17-2018, § 1, eff. 6-28-2018}~~

- (a) ~~RECORD(S)~~ - Any book, correspondence, drawing, form, image, map, paper, photograph, presentation, report, application or other documentary material, regardless of physical characteristic, made or received by a City entity under law or in connection with the exercise of its powers and the discharge of its duties.
- (b) ~~RECORDS RETENTION SCHEDULE~~ - A document that identifies and describes a department's

records and provides instructions for the disposition of records throughout their life cycle.

- (e) RECORDS LIAISON - An individual who serves as the liaison between a City department and the City Clerk's Office in all matters related to the department's records.

~~§ 179D.02. Duties. [Ord. No. 19-2012, § 1, eff. 10-2-2012; Ord. No. 17-2018, § 1, eff. 6-28-2018]~~

- (a) The purpose of the Records Management Advisory Commission (hereafter called the Commission) is to establish and oversee the implementation of policies related to City records management and the preservation of archival records.
- (b) The Commission shall oversee the implementation of retention schedules and the transfer of inactive records to the City Clerk's Office's custody.
- (c) No City record shall be disposed of without the review and approval of the City Archivist until retention schedules are promulgated by the Commission.
- (d) The Commission shall facilitate and maintain effective communication between the City Clerk's Office and each City department on all issues related to records management.

~~§ 179D.03. Membership. [Ord. No. 19-2012, § 1, eff. 10-2-2012; Ord. No. 17-2018, § 1, eff. 6-28-2018]~~

The Commission shall exist of the following members:

- (a) The City Clerk or her/his designee shall chair the Commission.
- (b) Records Liaisons from each City department, designated by Department Heads.
- (c) The City Archivist, who will work with Records Liaisons to establish and maintain up-to-date retention schedules and facilitate the disposition of inactive records.
- (d) Council President or her/his designee.

1. Editor's Note: This chapter was originally designated as Ch. 179C but was renumbered due to a preexisting Ch. 179C.

~~§ 179D.04. Establishment of Archive Policy. [Ord. No. 19-2012, § 1, eff. 10-2-2012]~~

The City shall establish policies on archiving based on the following process:

- (a) Each department shall conduct a survey of records.
- (b) The Commission will work with members of the archive and preservation communities to establish best practices for archive plans.
- (c) The Commission will establish broad guidelines to be applied across all departments.
- (d) Department Representatives will work to establish archive plans.
- (e) Department archive plans will be brought to the Commission for review for possible amendments and approval.
- (f) The Commission will submit approved archive plans to City Council to be read and filed.
- (g) The Commission will provide annual reports to the Mayor, City Controller, and City Council on the progress of archive plans.]