



Legislation Details (With Text)

File #:	2026-0490	Version:	1
Type:	Ordinance	Status:	Passed Finally
File created:	5/11/2026	In control:	Committee on Finance and Law
On agenda:	5/12/2026	Final action:	5/27/2026
Enactment date:	5/27/2026	Enactment #:	15
Effective date:	5/29/2026		
Title:	Ordinance amending the Pittsburgh City Code, Title I: Administrative, Article V: Legislation, Chapter 154 Records Management Division, by adding a new Section 154.03 Records Retention Schedules.		
Sponsors:	R. Daniel Lavelle		
Indexes:	PGH. CODE ORDINANCES TITLE 01 - ADMINISTRATIVE		
Code sections:			
Attachments:	1. 2026-0490 Records Schedule Change Approval Form		

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 City Code, Title I: Administrative, Article V: Legislation, Chapter 154 Records Management Division, by adding a new Section 154.03 Records Retention Schedules.

WHEREAS, the Records Management Division of the Office of the City Clerk is mandated to create and implement records retention and disposition schedules for all City departments; and

WHEREAS, the Office of the City Clerk desires to formally adopt policies and procedures through which retention and disposition schedules are approved.

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

Section 1. The Pittsburgh Code of Ordinances, Title I: Administrative, Article V: Legislation, Chapter 154 Records Management Division, is hereby amended to add the following section:

§154.03 Records Retention Schedules.

The Records Management Division of the Office of the City Clerk is authorized to establish a City of Pittsburgh Records Retention Manual to set retention periods for records common to many departments, and to describe procedures for creating and approving retention schedules for records unique to each department, consistent with State and local law, and to publish said Manual and retention schedules to relevant City employees for compliance therewith.

Section 2. Retention schedules for records unique to each department shall be approved by the City Clerk,

using a standard approved form, or a form as amended from time to time by the City Clerk.

ATTACHMENT
CITY OF PITTSBURGH
RECORDS SCHEDULE CHANGE APPROVAL FORM

	Records Schedule Change Approval	Record Management Staff Only:	
		Department Code	
Purpose: To affirm changes to the City of Pittsburgh Division Records Schedule. All changes must be approved by the City Clerk and the Records Management & Archives Director.			
		Effective Date	
		Edition No.	
Section One: Agency Information			
Department		Department	
Approval Type ☐ New ☐ Update ☐ Other			
Section Two: Law Department Review and Approval			Name:
Signature			
Section Three: Department Director Review and Approval			Name:

Signature

Section Four: City Clerk Review and Approval

Name: _____

Signature