

**CITY OF OAKWOOD  
ADMINISTRATIVE POLICIES AND PROCEDURES**

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**POLICY NO. 18**

**SUBJECT: ELECTRONIC STORAGE OF PHOTOGRAPHIC MEDIA**

**DATE: JULY 2, 2010**

**REVISED: AUGUST 8, 2023**

**RECOMMENDED BY:**

  
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**ROBERT E. JACQUES, LAW DIRECTOR**

**APPROVED BY:**

  
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**NORBERT S. KLOPSCH, CITY MANAGER**

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**POLICY:** This document states the city's policy and procedures for the storage of digital photographs taken in the performance of official city business.

**PURPOSE:** At various times in the conduct of city business, in the production of city publications, and at the request of outside media (newspapers, television), city staff must be able to retrieve digital photographs taken in conjunction with or in support of official city business. This policy establishes the organization methodology for storing and retrieving the digital photographs and establishes a procedure for the maintenance of these records.

**I. RESPONSIBILITIES:**

**A. DEPARTMENT HEAD:** Responsible for managing and maintaining photographs within their designated folders on the city computer network server public drive. In June and December each department head shall check the contents of their designated folder for both file size and content.

**B. SAFETY DIRECTOR AND/OR FINANCE DIRECTOR:** Responsible for maintaining an archival storage of photographs that are deemed to be unneeded for immediate access. This archival storage shall be updated quarterly on the same schedule as listed above.

**II. PROCEDURE:**

**A.** A "City Photos" folder has been created on the computer network server public drive. Within this folder, each city department has a labeled subfolder. Additionally, there is a folder for "General Photos" and an "Archive" folder.

**B.** Digital photographs for each department shall be placed into each department's designated folder. General city photos shall be placed into the "General Photos" folder.

C. Photos should be stored/saved in a .jpeg format and, where possible, the file name and/or date shall reflect the person in the photo or event and the date taken. (e.g. a photo of John Doe may be named JohnDoe06222010.jpg).

D. Semi-annually, each department head shall check the contents of their designated photo folder. Folders will be limited in size to approximately 3GB, or about 300 digital photographs. In cases where the folder size exceeds the designated length, the department head shall move an appropriate number of photos to the "Archive" folder to reduce folder size.

E. Twice annually, the Safety Director and/or the Finance Director shall copy the contents of the "Archive" folder to an external media (i.e. removable hard drive or CD/DVD) for storage outside the computer network. The "Archive" folder of the network shall then be purged.

F. At no time shall photos relating to Safety Department investigations that may be classified as evidence be placed into the "City Photos" folder.

G. Any and all disposal of digital photographs shall be consistent with the city's approved records retention schedules.