

RESOLUTION NO. 1961

A RESOLUTION AMENDING RESOLUTION NO. 1787 PROVIDING FOR A RECORDS MANAGEMENT PROGRAM FOR THE CITY OF GARDNER, KANSAS, CLARIFYING AND DELINEATING RECORDS MANAGEMENT RESPONSIBILITIES AND ESTABLISHING CONTROLS OVER THE CREATION, MAINTENANCE, AND DISPOSITION OF ALL CITY RECORDS.

WHEREAS, the purpose of this resolution is to provide direction for and establish a Records Management Program for the City of Gardner that clarifies procedures and delineates responsibilities to ensure efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all City records.

WHEREAS, the Records Management Program is applicable to and encompasses all documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the State of Kansas, created or received by the City of Gardner or any of its officers or employees pursuant to law or in the transaction of public business.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GARDNER, KANSAS:

SECTION ONE: The Governing Body establishes the City Clerk as the Records Management Officer.

SECTION TWO: The Records Management Officer is charged with creating, maintaining and carrying out a Records Management Program and Retention Schedule pursuant to the intent of this resolution. The Records Management Officer is authorized to revise the Records Management Program and Retention Schedule for the City of Gardner as needed.

SECTION THREE: Resolution No. 1787, and any other resolutions not in conformity herewith, are hereby repealed or amended to conform hereto.

SECTION FOUR: This resolution shall take effect and be in force from and after its passage and approval as provided by law.

ADOPTED this 5th day of December, 2016.

CITY OF GARDNER, KANSAS

(SEAL)

/s/ Chris Morrow
Chris Morrow, Mayor

Attest:

/s/ Jeanne Koontz
Jeanne Koontz, City Clerk