

RESOLUTION 2022-5

A RESOLUTION ADOPTING A RECORDS RETENTION POLICY OR THE CITY OF DOWNS, KANSAS TO PROVIDE GUIDANCE TO CITY OFFICIALS FOR RETAINING OFFICIAL CITY RECORDS.

WHEREAS; The elected officials and city staff of the City of Downs, Kansas need to follow guidelines for records retention of official city records, and;

WHEREAS; There is a large amount of confidential and private information which the offices of the City of Downs come in contact with, and;

WHEREAS; Official records should be maintained for purposes of requests from the public, and;

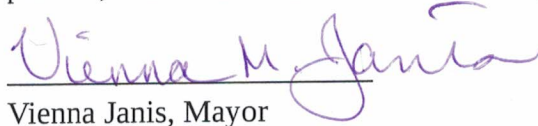
WHEREAS; There is a need to officially have a Records Retention Policy for elected officials and city staff of the City of Downs to follow to provide proper guidance in the matter of records retention, and;

WHEREAS; The elected body of the City of Downs gives the authority to city staff to maintain and destroy documents consistent with the Records Retention Policy, and;

WHEREAS; Should new documents be identified by staff which need to be maintained they shall do so in a manner consistent with the Records Retention Policy, and;

WHEREAS; Should the Records Retention Policy need to be altered from this current draft the governing body will approve those changes.

THEREFORE, BE IT RESOLVED by the governing body of the City of Downs, Kansas that we adopt the official Records Retention Policy for the City of Downs, Kansas dated October 3rd, 2022 to properly identify and maintain official city records in the manner, and for the time periods, consistent with those identified by the Records Retention Policy.


Vienna Janis, Mayor

Attest:


Miranda Robinson, City Clerk