

ORDINANCE NO. 16-2013

CITY OF DIAMOND CITY , BOONE COUNTY, ARKANSAS

AN ORDINANCE PROVIDING FOR PROCEDURES FOR MUNICIPAL RECORD RETENTION; REPEALING ANY ORDINANCES IN CONFLICT; AND FOR OTHER PURPOSES

WHEREAS, Act 1252 of 2005 provided clarification regarding procedures for the retention of certain municipal records maintained by cities in the State of Arkansas; and

WHEREAS, the City of Diamond City, Arkansas, is in need of storage space currently occupied by records which are obsolete and which could be disposed of pursuant to state law.

NOW THEREFORE, BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF DIAMOND CITY, ARKANSAS:

Section 1. That the City of Diamond City hereby declares pursuant to Act 1252 of 2005, codified at Ark. Code Ann. § 14-2-203, that it seeks to establish a policy of record retention and disposal.

Section 2. That the City of Diamond City shall seek to comply with any specific state statutes regarding municipal records, including Ark. Code Ann. § 14-2-201, *et seq.*

Section 3. The following records shall be maintained permanently in either the original or electronic format as required by law:

- (a) Ordinances;
- (b) City Council Minutes;
- (c) Resolutions;
- (d) Annual financial audits; and
- (e) Year-end financial statements.

Section 4. Police Department records shall be maintained in accordance with Ark. Code Ann. § 14-2-204 and other applicable statutes.

Section 5. All employee records (personnel records and otherwise) shall be kept for as long as a person is employed by the City of Diamond City, plus five (5) years.

Section 6. Whenever reproductions of public records have been made in accordance with Ark. Code Ann. § 14-2-201 and have been placed in conveniently accessible files or other suitable format and provision has been made for preserving, examining, and using them, the head of the city office or department shall certify those facts to the Mayor of the City of Diamond City, who shall have the power to authorize the disposal, archival storage, or destruction of the records.

Section 7. Water and Sewer Department records shall be maintained in accordance with Ark. Code Ann. § 14-237-112 and other applicable statutes.

Section 8. Accounting records shall be maintained in accordance with Ark. Code Ann. § 14-59-204 and other applicable statutes.


Section 9. Municipal Boards and Commissions records shall be maintained in accordance with Ark. Code Ann. § 14-201-124, 128 and other applicable statutes.

Section 10. That any ordinances in conflict herewith are hereby repealed to the extent of that conflict.

PASSED AND APPROVED this 26th day of November 2013


Shari L. Marshall, Mayor

ATTEST:


Treasurer/Recorder