

Chapter 04
PUBLIC RECORDS

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Section 1.04.010 Definitions.

As used in this chapter, "record" means any document, record, paper, letter, file, book, account, photograph, map, drawing, chart, card or computer printout, or other document of any material, regardless of physical form or characteristic, created or acquired under law or in connection with the transaction of official business and preserved or appropriate for preservation by the City, as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the City or because of the information value in them. "Record" does not include extra copies of documents made or preserved solely for the convenience of reference, or for public distribution.

Section 1.04.020 Ownership and Custody of Records.

- A. All records shall be and remain city property. Records shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred destroyed, and otherwise managed, only in accordance with the provisions of this chapter or as otherwise provided by law.
- B. City records, or copies of city records which have been certified by the clerk shall be prima facie evidence of their contents.

Section 1.04.030. Duties of City Clerk.

The Clerk shall be responsible for the administration and maintenance of the public records.

Section 1.04.040 Public Records; Inspection and Copying.

- A. Except as provided in Section 1.04.050, city records are public records.

- B. Public records are open to inspection by the public during the Clerk’s regular office hours, subject to reasonable rules relating to time, place, and manner of inspection, to be established by the Clerk.
- C. The Clerk shall give, on request and payment of costs, a copy or certified copy of portions of the public record.

Section 1.04.050 Confidential Records.

- A. Except as otherwise provided by law, confidential records shall not be made available to the public or to any city officer, official or employee whose duties do not require access to the record in question.
- B. City records required by state or federal law to be confidential shall not be open to the public.

Section 1.04.060 Retention and Disposal.

- A. The Clerk may dispose of routine records pursuant to the retention schedule.

Section 1.04.070 Records Management. (Reserved)
