

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CAMDENTON TITLE I: GOVERNMENT CODE; CHAPTER 125: FINANCES & RECORDS; ARTICLE III: RECORDS MANAGEMENT; SECTION 125.100: CITY CLERK TO KEEP RECORDS

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF CAMDENTON, MISSOURI, AS FOLLOWS:

Section 1: That Section 125.100 of the Camdenton City Code is hereby amended as follows:

~~SECTION 125.100: CITY CLERK TO KEEP RECORDS~~

~~A. The records of the City shall be kept in the custody of the City Clerk.~~

- ~~1. As used in this Article, the word "record" or "records" shall mean any document, book, paper, photograph, map, sound recording or other material regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in this Article, and are hereinafter designated as "nonrecord" materials.~~
- ~~2. The City Clerk may delegate to a subordinate or to another City official authority to have temporary custody of City records, after satisfying himself/herself as to the safety of said records.~~

SECTION 125.100: RECORDS OF THE CITY OF CAMDENTON

A. RECORDS OF THE CITY OF CAMDENTON. All records of the City of Camdenton shall be available and open to the public unless otherwise provided by law. Such records shall be made available for inspection and copying pursuant to the Missouri Sunshine Law contained in Missouri Statutes Chapter 610. Such records shall be kept at 437 W. US Highway 54, Camdenton, Missouri or at other secure locations as may be designated by the Custodian of Records. The City of Camdenton shall comply with RSMo Chapter 610, the Missouri Sunshine Law.

B. CUSTODIAN OF RECORDS. The City Clerk whose office is at 437 W. US Highway 54, Camdenton, Missouri, shall be the custodian of the records of the City of Camdenton pursuant to RSMo 610.023. The City Clerk may delegate the physical custody of various portions of city records to other employees of the City of Camdenton. In the event the City Clerk is absent from the City or the position of City Clerk is vacant, the City Administrator shall be the custodian of records. All requests for records pursuant to RSMo Chapter 610 shall be made to the Custodian of Records, unless otherwise delegated by the City Clerk. The Custodian of Records may designate a form for requests for records. Charges for copies of records shall be no greater than as specified in RSMo 610.026. In the event a requesting party desires physical inspection of records, the Custodian of Records shall permit such inspection. Fees charged for supervision of physical inspection of records shall be the hourly fee for research time as specified in RSMo 610.026, which may be requested in advance.

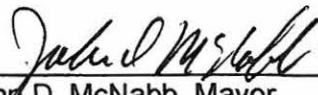
C. **WRITTEN POLICY.** Pursuant to RSMo 610.028, this Chapter of the City Code, along with the all of RSMo Chapter 610 which is incorporated herein by reference (along with any future amendments to the provisions of Chapter 610) shall be the written policy regarding compliance with the Missouri Sunshine law. All employees, officers and agents of the City of Camdenton shall comply with all requirements of the Missouri Sunshine Law (Chapter 610 RSMo). All employees, officers and agents of the City of Camdenton shall direct any person requesting records of the City of Camdenton to the Custodian of Records herein.

Section 2. This Ordinance shall be in full force and effect after its approval by the Board of Aldermen and approval by the Mayor.

Section 3. All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

Read the first time this 21 day of July, 2015

Read the second time and passed and approved this 21 day of July, 2015.



John D. McNabb, Mayor

ATTEST:



Renée Kingston, City Clerk, MRCC-C

