

SPONSORED BY: COUNCIL MEMBERS BAKER AND PAIZ

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-7
Series of 2009

Series of 2009

A RESOLUTION SETTING FORTH A POLICY REGARDING THE DOCUMENTS TO BE MAINTAINED BY THE CITY CLERK'S OFFICE

WHEREAS, pursuant to Section 6.4 of the City of Northglenn Home Rule Charter, the City Clerk is responsible for compliance by the City with the Colorado Open Records law; and

WHEREAS, the City Council is authorized by Section 2-4-2 of the City of Northglenn Municipal Code to require the City Clerk to perform certain duties; and

WHEREAS, the City Council therefore desires to set forth a policy regarding the documents to be accepted and maintained by the City Clerk as the custodian of records of the City.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council hereby sets a policy regarding documents to be maintained by the City as follows:

A. The City Clerk shall be the custodian of all original contract documents of the City. The City Manager is therefore directed to assure that all original contract documents of the City from all departments are to be provided to the City Clerk as the custodian of records, and the City Clerk is directed to keep and maintain such original contract documents.

B. All contract documents of the City shall be paginated, and shall have a date on which each signature is affixed to the contract.

C. The City Clerk shall also be the custodian of and maintain all fire inspection reports of any type that are in the custody of the City.

DATED at Northglenn, Colorado, this ____ day of _____, 2009.

SHERI L. PAIZ
Mayor Pro Tem

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney