

**CITY OF LANGDON PLACE
ORDINANCE NO. 3
SERIES 2014**

AN ORDINANCE adopting a record retention schedule for the City of Langdon Place

WHEREAS, the Commissioners of the City of Langdon Place or desirous of passing guidelines concerning the disposal and retention of records in the City's possession for the orderly administration the day to day operations of the City:

NOW THEREFORE, be it ordained by this Commission of the City of Langdon Place, Kentucky:

1. All financial records and contracts between the City and other organizations shall (with the exception of audit reports), shall be maintained for a seven (7) year period and then *may* be destroyed in the discretion of the City Clerk.
2. All ordinances, resolutions, municipal orders, meeting minutes, audit reports, insurance policies and any other records vital to the functioning of the City shall be retained permanently by the City Clerk.
3. A destruction certificate shall be used to document the destruction of any records by the City. The certificate shall not take any particular form but should identify the records to be destroyed, the method of destruction and the date of destruction. In addition, the certificate shall contain a certification by the City Clerk that the records have been destroyed. Said certificate shall be retained by the City in its permanent records.
4. The policy above shall not prevent the Commissioners of Langdon Place from considering the destruction of any record on a case by case basis.
5. The policy above shall apply only to "public records" as defined in the Kentucky Open Records Act contained in Chapter 61 of the Kentucky Revised Statutes and in adherence with other state and federal statutes and regulations with specific restrictions protecting privacy and confidentiality.

This ordinance shall take effect upon its passage and approval and publication as required by law.

FIRST READING THE 27th DAY OF May, 2014.

SECOND READING THE 24th Day of June, 2014

PASSED AND APPROVED THE 24th Day of June, 2014

/S/ Carolyn S. Weitlauf
Mayor, City of Langdon Place, Kentucky

ATTEST: /S/ Theresa O'Bryan
City Clerk, Theresa O'Bryan

Those voting Aye:

Carolyn Weitlauf, Mayor
Patty Masterson, Commissioner
Chris Beach, Commissioner
Mike Frank, Commissioner

Those voting Nay:

Scott Jones, Commissioner, Absent