

BILL NO. _____

RESOLUTION NO. _____

A RESOLUTION DIRECTING THE CITY MANAGER AND CITY CLERK TO REVISE THE PROCEDURES FOR RECORDS REQUESTS PERTAINING TO EMAIL RETRIEVAL AND REVIEW.

WHEREAS, public records requests are processed in accordance with the Missouri Sunshine Law, the Independence City Charter, Independence City Code, and City Administrative Policies; and,

WHEREAS, during the regular course of business employees of the city create various types of records including, but not limited to emails; and,

WHEREAS, it is the desire of the Council that all public records requests, in which emails that are stored on city servers are being requested be retrieve through the Technology Services Division of Finance and Administration to ensure records are adequately obtained; and,

WHEREAS, once emails have been retrieved, they will be reviewed by the Legal Division of Finance and Administration prior to releasing the records; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF INDEPENDENCE, MISSOURI, AS FOLLOWS:

SECTION 1. That the City Manager is directed to work with the City Clerk to ensure that upon passage of this resolution that all records requests moving forward for email retrieval are handled by the Technology Services Division and review is handled by the Legal Division of Finance and Administration.

PASSED THIS ____ DAY OF _____, 2022, BY THE CITY COUNCIL OF THE CITY OF INDEPENDENCE, MISSOURI.

Presiding Officer of the City Council
of the City of Independence, Missouri

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY

City Counselor

REVIEWED BY:

City Manager