



Bill No. 4198
Ordinance No. _____

INTRODUCED BY
ALDERMEN UTT, FINLEY, STALLMANN, HAUG, FLEMING, WEAVER, SIEGEL

AN ORDINANCE AMENDING THE IDENTIFICATION AND DUTIES OF THE RECORD CUSTODIAN IN THE CITY OF BALLWIN.

WHEREAS, the Board of Aldermen has determined that the efficient retention and custody of public records requires an amendment to Section 2-296 of the Code of Ordinances of the City of Ballwin.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BALLWIN, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Subsections (a) and (e) of Section 2-296 of the Code of Ordinances of the City of Ballwin shall be amended as follows:

Sec. 2-296. Record custodian.

(a) The city clerk shall be selected by the Board of Aldermen. The city administrator and the police records clerk are appointed as assistant city clerks. The city clerk and assistant city clerks shall be the custodians of and shall be responsible for the maintenance of the city's records. The identity and location of a custodian is to be made available upon request.

(e) Any electronic message relating to public business transmitted by a member of this public governmental body, using a government assigned device, shall be archived electronically in the same format for a time period set by the Missouri Local Records Board Retention Schedule. Any such message received by the custodian or at the member's account shall be a public record subject to the exceptions of RSMo. 610.021.

Section 2. This Ordinance shall take effect and be in full force from and after its passage and approval.

PASSED this ____ day of _____, 2024.

TIM POGUE, MAYOR

APPROVED this ____ day of _____, 2024.

TIM POGUE, MAYOR

ATTEST: _____
ERIC STERMAN, CITY ADMINISTRATOR