



DATE: Tuesday, September 1, 2026
TO: Mayor and City Council
FROM: City Attorney
SUBJECT: Ordinance Establishing City Records Management Program

Background:

The proposed ordinance establishes a formal City Records Management Program (hereinafter "Program") governing the creation, maintenance, preservation, retention, and disposition of City records. The ordinance is intended to provide a consistent framework for managing City records and complying with applicable federal and Kansas law.

The ordinance establishes the roles of the City Manager, Records Management Officer, and Official Custodians. The City Manager will administer the Program, designate Official Custodians, and establish and maintain the City's Administrative Schedule. The City Attorney will serve as the Records Management Officer and Local Freedom of Information Officer and will oversee the Program and compliance with applicable law.

The ordinance also establishes an Administrative Schedule for records retention and disposition. The schedule will be maintained by the City Manager and reviewed at least annually in consultation with the Records Management Officer. This allows administrative procedures and retention schedules to be updated as needed without requiring an amendment to the ordinance.

Financial Considerations:

The Program will be administered using existing City personnel and resources.

Legal Considerations:

The ordinance is approved as to form and requires a majority vote for approval.

Recommendation/Actions:

It is recommended that City Council adopt the ordinance.

Attachments:

Ordinance