RESOLUTION NO. 27-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, ADOPTING AN UPDATED RECORDS DISPOSITION POLICY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Chipley desires to maintain proper procedures for the retention, storage, protection, and authorized destruction of records associated with federal and state grants; and

WHEREAS, the updated policy establishes procedures and responsibilities to ensure compliance with applicable federal and state laws, regulations, and records management requirements;

WHEREAS, the City Council has reviewed the updated Records Disposition Policy and finds it appropriate and in the best interest of the City to approve and adopt the same.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

1. The updated City of Chipley Records Disposition Policy, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby adopted.

2. The City Administrator is authorized to administer and implement the Records Disposition Policy.

3. This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS 13TH DAY OF OCTOBER, 2026.

CITY OF CHIPLEY

ATTEST:

_____
Tracy L. Andrews, Mayor

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Sherry Snell, City Clerk

DRAFT