



CITY OF  
**FORESTPARK**

# City Council Agenda Item

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**Subject:** Ordinance to Update the City's Public Records Ordinance –Legal

**Submitted By:** Michael Williams

**Date Submitted:** October 31, 2023

**Work Session Date:** November 6, 2023

**Council Meeting Date:** November 6, 2023

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## Background/History:

The City's ordinance pertaining to public records was last updated in 2005. The proposed ordinance updates and streamlines the City's public records policy as follows:

1. Designates the City Clerk as custodian of the City Records as provided by the City Charter and as required by state law.
  2. Provides for the maintenance and security of City records.
  3. Readopts the Records Retention Schedule for Local Government Records as published by the Georgia Secretary of State's Department of Archives and History.
  4. Reaffirms the requirement that the City Clerk and each department of the City complies with the Open Records Act and the Georgia Records act.
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**Cost:** \$ 0

**Budgeted for:**  Yes  No

**Financial Impact:** N/A

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## **Action Requested from Council:**

Approval of the ordinance.