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SHARON RIMMER

Faulkner County Circuit Clerk

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by

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LR

D.C.

ORDINANCE NO. 0-05-140

AN ORDINANCE PROVIDING FOR PROCEDURES FOR MUNICIPAL RECORD RETENTION; REPEALING ANY ORDINANCES IN CONFLICT; AND FOR OTHER PURPOSES.

WHEREAS, Act 1252 of 2005 provided clarification regarding procedures for the retention of certain municipal records maintained by cities of Arkansas; and

WHEREAS, the City of Conway is in need of storage space currently occupied by records which are obsolete and unnecessary and which could be disposed of pursuant to state law.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:

Section 1: That the City of Conway hereby declares pursuant to Act 1252 of 2005, codified at Ark. Code Ann. § 14-2-203 that it seeks to establish a policy of record retention and disposal.

Section 2: That the City of Conway shall seek to comply with any specific state statutes regarding municipal records, including A.C.A. § 14-2-201, *et seq.*

Section 3: The following records shall be maintained permanently in either the original or electronic format as required by law:

- (A) Ordinances;
- (B) City council minutes;
- (C) Resolutions;
- (D) Annual financial audits; and
- (E) Year-end financial statements.

Section 4: Police department records shall be maintained in accordance with A.C.A. § 14-2-204 and other applicable statutes.

Section 5: That any ordinances in conflict herewith are hereby repealed to the extent of that

conflict.

Section 6: That this ordinance shall go into effect from and after its passage and publication.

PASSED this 11th day of October, 2005.

APPROVED:



Mayor Tab Townsell

ATTEST:



Michael O. Garrett, City Clerk/Treasurer