RESOLUTION NO. 6810

A RESOLUTION introduced by Councilmembers Jim Reardon, Betty Dunn, and Vince Cook declaring the policy of the City of Topeka, Kansas, regarding open public records and rescinding City of Topeka Resolution No. 4763.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TOPEKA, KANSAS:

Section 1. It is hereby declared to be the policy of the City of Topeka that all public records which are made, maintained or kept by or are in the possession of the City, its officers and employees, shall be open for public inspection as provided by, and subject to the restrictions imposed by, the Kansas Open Records Act (K.S.A. 45-215 et seq.).

Section 2. Any person, upon request, shall have access to such open public records for the purpose of inspecting, abstracting or copying such records while they are in the possession, custody and control of the appointed or designated record custodian, or the designee.

Section 3. The record custodian appointed and designated pursuant to Ordinance No. 1771 shall preserve and protect all public records from damage, disorganization and theft and shall assist, in a timely and efficient manner, any person requesting access to any open public record.

Section 4. The City Clerk is the principal recordkeeper of the City and the office of the City Clerk shall be used as the principal office for providing access to and providing copies of open records to the maximum extent practicable.

Section 5. All City offices keeping and maintaining open public records shall establish office hours during which any person may make a request for an open public
record. Such hours shall be no fewer than the regular working hours for each day the
office maintains regular office hours.

Section 6. Any person requesting access to an open public record for purposes
of inspecting or copying such record, or obtaining a copy thereof, shall abide by the
procedures adopted by the City Council for record inspection and copying, including those
procedures established by the record custodian as authorized by the City Council. Such
procedures shall be posted in each City office keeping and maintaining open public
records.

Section 7. The record custodian is hereby charged with carrying out the intent of
this resolution and the Kansas Open Records Act.

Section 8. City of Topeka Resolution No. 4763 is hereby specifically rescinded.

ADOPTED and APPROVED by City Council                SEP 2 3 1997

CITY OF TOPEKA, KANSAS

Joan Wagnon, Mayor

ATTEST:

Iris E. Walker, City Clerk

APPROVED AS TO FORM AND LEGALITY
DATE 9/18/97 BY CFS