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RESOLUTION NO. 6810

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

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

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

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

15 Section 3. The record custodian appointed and designated pursuant to Ordinance  
16 No. 17177 shall preserve and protect all public records from damage, disorganization and  
17 theft and shall assist, in a timely and efficient manner, any person requesting access to any  
18 open public record.

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

22 Section 5. All City offices keeping and maintaining open public records shall  
23 establish office hours during which any person may make a request for an open public

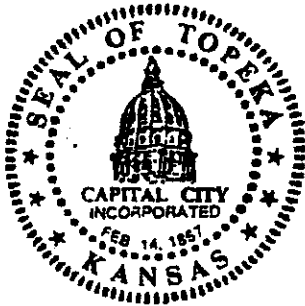
24 record. Such hours shall be no fewer than the regular working hours for each day the  
25 office maintains regular office hours.

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

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

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

35 ADOPTED and APPROVED by City Council SEP 23 1997



CITY OF TOPEKA, KANSAS

*Joan Wagnon*  
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Joan Wagnon, Mayor

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39 ATTEST:

*Iris E. Walker*  
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Iris E. Walker, City Clerk

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APPROVED AS TO FORM AND LEGALITY

DATE 9/18/97 BY CBS