

ORDINANCE NO. O2016-015

AN ORDINANCE of the City Council of the City of Tumwater, Washington, amending Chapter 2.88.040 of the Tumwater Municipal Code related to Record Custodian and Retention and Destruction of Records (amending Ordinance No. 1273 and O2010-007)

WHEREAS, to provide greater efficiency during a staff department restructure, the City Clerk was moved from the Finance Department to the Executive Department; and

WHEREAS, it has come to the attention of the City Council that certain references within Chapter 2.88 need to be updated to reflect that the Record Custodian and Retention and Destruction of Records exists within the City Clerk's office rather than the Finance department.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUMWATER, STATE OF WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 2.88.040 of the Tumwater Municipal Code is hereby amended to read as follows:

2.88.040 Custody of records.

The original copy of all public records shall be and remain in the custody of the ~~finance department~~ City Clerk's office. They shall not be placed in the custody of any other person or agency, public or private, or released to individuals except for storage, disposition or destruction as authorized by the City Clerk and provided by law.

(Ord. O2010-007, Amended, 04/20/2010; Ord. O96-030, Amended, 10/15/1996; Ord. 1273, Added, 05/21/1991)

Section 2. Section 2.88.050 of the Tumwater Municipal Code is hereby amended to read as follows:

2.88.050 Retention and destruction – Schedule.

The ~~finance department~~ City Clerk's office is authorized to establish, and amend as necessary, a records control program, including a retention/destruction schedule for all public records of the city. Said schedule shall be kept on file in the finance department. No public records of the city shall be destroyed except in compliance with the approved records control program and state law.

(Ord. O2010-007, Amended, 04/20/2010; Ord. O96-030, Amended, 10/15/1996; Ord. 1273, Added, 05/21/1991. Formerly 2.88.080)

Section 3. Corrections. The City Clerk and codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 5. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

Section 6. Effective Date. This ordinance shall become effective thirty (30) days after passage, approval and publication as provided by law.

ADOPTED this 5th day of July, 2016.

CITY OF TUMWATER



Pete Kmet, Mayor

ATTEST:


Melody Valiant, City Clerk

APPROVED AS TO FORM:


Karen Kirkpatrick, City Attorney

Published: 07-07-2016

Effective Date: 08-06-2016