

CITY OF ARDMORE
Office of the City Manager

Council Letter No. 4612
Meeting Date: August 19, 2019

Mayor and Commissioner
City of Ardmore, Oklahoma

RE: Resolution Authorizing the City Clerk to Destroy Certain Electronic Records of Meetings
of the Ardmore City Commission and Ardmore Public Works Authority

Dear Commission Members:

The Resolution authorizes the City Clerk of the City of Ardmore to destroy and discard the following documents as no longer useful for the needs of the City of Ardmore.

Cassette Tapes for Ardmore City Commission and Ardmore Public Works Authority Meeting from January 1, 1979 to December 31, 2017 and CD's for Ardmore City Commission and Ardmore Public Works Authority Meetings from January 1, 2008 to December 31, 2017.

The City Attorney has reviewed and approved the Resolution.

Staff recommends approval of the Resolution authorizing the City Clerk to destroy certain electronic records of meetings of the Ardmore City Commission and Ardmore Public Works Authority.

Respectfully,



J.D. Spohn
City Manager

RESOLUTION NO. _____

A RESOLUTION OF MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF ARDMORE AUTHORIZING THE CITY CLERK TO DESTROY CERTAIN ELECTRONIC RECORDS OF MEETINGS OF ARDMORE CITY COMMISSION AND ARDMORE PUBLIC WORKS AUTHORITY DATING FROM JANUARY 1, 1979 TO DECEMBER 31, 2017.

WHEREAS, the City of Ardmore has retained and stored many electronic recordings of meetings of Ardmore City Commission and Ardmore Public Works Authority; and,

WHEREAS, the following records are no longer needed for municipal purposes and should be destroyed: Cassette Tapes for Ardmore City Commission and Ardmore Public Works Authority Meetings from January 1, 1979 to December 31, 2017 and CD's for Ardmore City Commission and Ardmore Public Works Authority Meetings from January 1, 2008 to December 31, 2017;

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF ARDMORE:

The City Clerk of the City of Ardmore is hereby authorized to destroy and discard the following documents as no longer useful for the needs of the City of Ardmore:

Cassette Tapes for Ardmore City Commission and Ardmore Public Works Authority Meetings from January 1, 1979 to December 31, 2017 and CD's for Ardmore City Commission and Ardmore Public Works Authority Meetings from January 1, 2008 to December 31, 2017;

END

The foregoing Resolution was duly adopted and approved by the Mayor and City Commission of the City of Ardmore, Oklahoma, on the _____ day of _____, 2019, after compliance with notice requirements of the Open Meeting Law (25 OSA, Sections 301, et seq.).

ATTEST:

MAYOR

CITY CLERK