

RESOLUTION NO. 2024-007

A RESOLUTION ESTABLISHING A DOCUMENT RETENTION POLICY FOR THE CITY OF DIAMONDHEAD.

WHEREAS, the City of Diamondhead has been recently incorporated and as such does not have a municipal code defining record retention; and

WHEREAS, there are specific requirements for record retention set forth in Arkansas Code A.C.A. annotated 14-2-201 through 204.

NOW BE IT RESOLVED BY THE CITY COUNCIL OF DIAMONDHEAD THAT:

The City of Diamondhead Recorder/Treasurer will be responsible for establishing minutes of all City Council meetings.

The Recorder/Treasurer shall retain and copy records in accordance with A.C.A. ANNOTATED 14-2-201 through 204 with specific attention to record retention requirements set forth in 14-2-204 as follows:

(b) Cities of the first class, cities of the second class, and incorporated towns may by ordinance declare a policy of record retention and disposal, provided that:

(1) the city or town complies with any specific statute regarding municipal records; and
(2) The following records are 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.

Records will also be maintained and made available upon requests per A.C.A. annotated 25-19-101 through 25-19-110 (Freedom of Information Act). All Council members, city officials and city employees must be familiar with the Freedom of Information Act and will be responsible for retaining and producing documents and records as prescribed in the law.

This resolution will remain in effect until such time as the requirements are defined in the City Municipal Code.

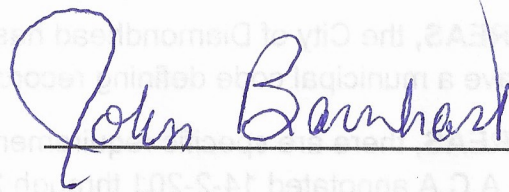
**PASSED AND APPROVED BY THE CITY COUNCIL OF DIAMONDHEAD,
ARKANSAS ON THIS DATE OF DECEMBER 3, 2024.**

APPROVED:

ATTEST:



Ralph Carruth, Mayor



John Barnhart, Recorder/Treasurer