

ORDINANCE NO. 2726

Repealed by 2726

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE MAINTENANCE AND DESTRUCTION OF PUBLIC RECORDS (AUDIO VERBATIM TAPE RECORDINGS), AND ADDING A NEW SECTION TO CHAPTER 3.84 OF THE KIRKLAND MUNICIPAL CODE.

Be it ordained by the City Council of the City of Kirkland as follows:

Section 1. There is hereby added to Chapter 3.84 of the Kirkland Municipal Code, a new section to be known as Section 3.84.100 to read as follows:

Section 3.84.100. Retention and Destruction Schedule--Verbatim Audio Tape Recordings.
Audio verbatim tape recordings of all City hearing examiner sessions, City council, City board, and City commission meetings shall be retained by the Department of Administration and Finance for the periods of time established in this section. At the termination of the appropriate retention period, such audio verbatim tape recordings may be destroyed in any manner not inconsistent with the requirements of RCW 40.14.070 and Chapter 414-24 Washington Administrative Code:

(a) Audio verbatim tape recordings of all regular scheduled meetings (including hearing examiner sessions and other public hearings, but excluding those meetings identified in KMC Section 3.10.020 as "study meetings") of the Kirkland hearing examiner, the Kirkland City Council and the Kirkland Planning Commission shall be retained for ten years.

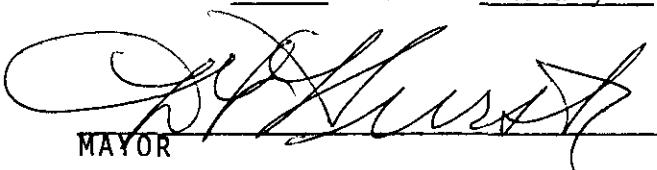
(b) Audio verbatim tape recordings of every other meeting of the City council, planning commission, civil service commission, park board, Houghton Community Council and all other official boards and commissions of the City shall be retained until the official written minutes of the meeting have been approved; provided, however that audio verbatim tape recordings of all meetings involving issues, decisions and actions that could cause legal action

to be taken against the City, shall be retained for ten years, provided further, that if the action so taken is a recommendation (as distinguished from a final action) the tape recording may be destroyed after six years.

Section 2. This ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and posting or publication, as required by law.

Passed by majority vote of the Kirkland City Council in regular, open meeting this 17 day of January, 1983.

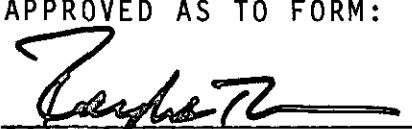
Signed in authentication thereof this 17 day of January, 1983.


MAYOR

ATTEST:


Director of Administration & Finance
(ex officio City Clerk)

APPROVED AS TO FORM:


City Attorney

CERTIFICATION OF POSTING

I hereby certify under penalty of perjury that the foregoing ordinance was posted on the 20~~19~~ day of January, 1983 in accordance with the provisions of RCW 35A.12.160 and City of Kirkland Ordinance No. 2600.


Clerk

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