

CHARGING FOR COPIES AND LABOR OF THE CITY AUDITOR TO PRODUCE RECORDS FOR THE OPEN RECORDS LAW.

Ordinance No. 160

AN ORDINANCE TO ESTABLISH AND REGULATE CHARGING FOR COPIES AND LABOR OF THE CITY AUDITOR TO PRODUCING RECORDS FOR THE OPEN RECORDS LAW.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MICHIGAN CITY, COUNTY OF NELSON, AND STATE OF NORTH DAKOTA.

SECTION 1. DEFINITION: Any records the (NDCC 44-04-17.1.10) that are open records by the (NDCC 44-04-18) "Record" means recorded information of any kind, regardless of the physical form or characteristic by which the information is stored, recorded, or reproduced, which is in the possession or custody of a public entity or its agent and which has been received or prepared for us in connection with public business or contains information relating to public business. "Record" does not include unrecorded thought processes or mental impressions, but does include preliminary drafts and working papers. "Record" also does not include records in the possession of a court of this state.

SECTION 2. Upon request for a copy of specific public records, shall furnish the requester one copy of the public records requested at a charge of \$.25 (twenty-five cents) per impression of a paper copy. A fee of \$25.00 (twenty-five dollars and no cents) will be imposed per hour per request, excluding the initial hour, for locating records, including electronic records, if locating the records requires more than one hour.

SECTION 3. Effective Date

This ordinance shall take effect following final passage and adoption according to law. The charging for copies and labor of the city auditor to produce records for the open records law shall be implemented and take effect on February 4, 2013. Required by NDCC section 40-05.1-06 subsection 16.

Approved:

Scott Gilbertson
Acting Mayor

Robbyn R Maresh
City Auditor

Date of first reading: 1-7-2013

Date of second reading, final passage and adoption: 2-4-2013