

RESOLUTION NO. 494

**A RESOLUTION AMENDING THE PERSONNEL REGULATIONS FOR
THE EMPLOYEES OF THE CITY OF COLUMBUS, KANSAS,
REGARDING PRESERVATION OF RECORDS AND COMPLIANCE
WITH THE KANSAS OPEN RECORDS ACT (KORA)**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF
COLUMBUS, KANSAS, THAT THE FOLLOWING RESOLUTION BE ADOPTED:**

SECTION 1. ADMINISTRATIVE ACTION. The Personnel Regulations for the Employees of the City of Columbus, Kansas, shall be amended to reflect compliance with 2016 revisions to K.S.A. 45-217, as published in the 2016 Session Laws of Kansas, Chapter 82, Section 10.

SECTION 2. GENERAL POLICY. Amend The Personnel Regulations For The Employees Of The City Of Columbus, Kansas, Article XII.

**SECTION 3. New Article XII-15. Communication and Kansas Open Records Act
(KORA)**

All recorded messages and documents created by email, text messaging or other electronic media, which relate to the functions, activities, programs or operations of the City, regardless of form, characteristic or location, are to be established on the City's Information Technology System or transferred to the City's System. Employees using privately owned devices to conduct City business shall forward messages, information and documents to his or her City email address for preservation and compliance with the Kansas Open Records Act (KORA).

SECTION 4. ACKNOWLEDGMENT.

Every City employee shall be provided a copy of **RECEIPT AND ACKNOWLEDGMENT - POLICY FOR PRESERVATION OF RECORDS AND COMPLIANCE WITH THE KANSAS OPEN RECORDS ACT (KORA)**.

Employees shall sign an acknowledgment that he or she has received a copy and understands the contents. Signed acknowledgments shall be maintained in employees' personnel files.

SECTION 5. PUBLICATION. The City Clerk shall cause this resolution to be published in the official City Newspaper.

SECTION 6. CONFLICT. All resolutions, City policies or parts thereof, in conflict herewith are hereby expressly repealed insofar and they conflict herewith.

SECTION 7. EFFECTIVE DATE. This resolution shall be effective upon passage.

PASSED AND APPROVED this 5th day of December, 2016, by the Governing Body of Columbus, Kansas.

William Schaiff
William Schaiff, Mayor

ATTEST:

Cherry Chancellor
Cherry Chancellor, City Clerk

