

RESOLUTION NO. 2018-7

RESOLUTION OF THE CITY OF HEYBURN DESIGNATING RECORDS CUSTODIANS AND ALTERNATES.

WHEREAS, Idaho Code 74-119 requires the designation of custodians for public records kept or maintained, and

WHEREAS, Idaho Code 74-119 requires the designation of a custodial to receive public records requests and an alternate for contingencies, and

WHEREAS, Heyburn previously designated custodians in Resolution No. 2013-5(1), now

BE IT RESOLVED by the Mayor and City Council of City of Heyburn as follows:

1. The City Clerk is designated as the primary records custodian for the City of Heyburn for all departments except law enforcement records, and
2. The Deputy City Clerk is designated as the alternate records custodian for the City of Heyburn for all departments except law enforcement records, and
3. The Chief of Police is designated as the primary records custodian for the City of Heyburn for law enforcement records, and
4. The Police Department Administrative Clerk is designated as the alternate records custodian for the City of Heyburn for law enforcement records, and
5. This resolution amends City Resolution 2013-5 §1 expanding the custodians as defined in that resolution and policy and is effective 11 July 2018.

PASSED and ADOPTED by the City Council of City of Heyburn, State of Idaho.

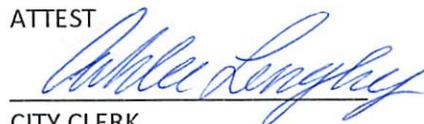
DATED 11 July 2018

THE CITY OF HEYBURN



MAYOR
CLEO GALLEGOS

ATTEST



CITY CLERK
ASHLEE LANGLEY