

ORDINANCE ESTABLISHING RECORDS MANAGEMENT FEE

In the Matter of Establishing and Maintaining an
Active and Continuing Program for Management of Municipal Records

WHEREAS, the Board of Aldermen of Byram, Mississippi agree to participate with 25-60-1 *et. seq.* and the Mississippi Department of Archives and History by forming a program for the disposition of records based on administrative, legal, fiscal or historical value;

WHEREAS, the Board of Aldermen does further desire to assess a fee to be charged by any municipal official who accepts documents for filing as public records in the amount of \$1.00 for each document so filed and to direct that any official or employee collecting this fee shall follow the requirements of 25-60-5 Mississippi Code Annotated (1972) in the disposition of said funds.

Be it therefore ordained by the Mayor and Board of Aldermen of the City of Byram, Mississippi to implement a records management program as guided by 25-60-1 *et. seq.*, implement a schedule for the disposition of records based on administrative, legal, fiscal or historical value in conjunction with the Mississippi Department of Archives and History, and to further assess a fee of \$1.00 for each document filed with any municipal official or employee who accepts documents for filing as public records as provided for by 25-60-5 Mississippi Code Annotated (1972).

Motion made to adopt the foregoing Ordinance was made by Alderman Moser moved and Alderman Mack and the foregoing having first been reduced to writing, was submitted to a Roll Call Vote, the result was as follows:

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| Alderman Ward I - <u>Jim Moser</u> | Voted: Aye |
| Alderman Ward II - <u>Diandra Hosey</u> | Voted: Aye |
| Alderman Ward III - <u>Theresa Marble</u> | Voted: Aye |
| Alderman Ward IV - <u>Teresa Mack</u> | Voted: Aye |
| Alderman Ward V - <u>Wanda Smith</u> | Voted: Aye |
| Alderman Ward VI - <u>D. L. Ford</u> | Voted: Aye |
| Alderman at Large - <u>Richard Cook</u> | Voted: Aye |

Whereupon, the Mayor declared the Ordinance carried and the Ordinance adopted.

The foregoing Ordinance is approved this the 12th day of December, 2013.

APPROVED:

CITY OF BYRAM, MISSISSIPPI

Signed/By:RICHARD WHITE, Mayor

ATTEST:ANGELA RICHBURG, City Clerk