



CITY OF BALLWIN

14811 Manchester Road, Ballwin, MO 63011

BILL NO. 3841

ORDINANCE NO. _____

INTRODUCED BY

ALDERMEN TERBROCK, FINLEY, HARDER, DOGAN, FLEMING, LEAHY, KERLAGON, BOLAND

AN ORDINANCE AMENDING SECTION 2-296 OF THE CODE OF ORDINANCES OF THE CITY OF BALLWIN WITH RESPECT TO ELECTRONIC MESSAGES.

WHEREAS, the Board of Aldermen has determined that it is appropriate to amend certain guidelines with respect to electronic messages.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BALLWIN, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Section 2-296 of the Code or Ordinances of the City of Ballwin shall be amended by adding a new subsection (e) thereto as follows:

(e) Any member of a public governmental body who transmits any message relating to public business by electronic means shall also concurrently transmit that message to either the member's public office computer or the custodian of records in the same format. The provisions of this section shall only apply to messages sent to two or more members of that body so that, when counting the sender, a majority of the body's members are copied. Any such message received by the custodian or at the member's office computer shall be a public record subject to the exceptions of RSMo. Section 610.021. The custodian of records shall retain all such electronic messages for one year on the city's Microsoft Exchange server, then such messages shall be transferred to the city's secure backup archive. The custodian of records shall retain all such electronic messages for an additional two years on the city's secure backup archive, then such electronic messages shall be deleted.

Section 2. All ordinances or parts of ordinances in conflict herewith are to the extent of such conflict repealed.

Section 3. This ordinance shall take full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

PASSED this _____ day of _____, 2014.

TIM POGUE, MAYOR

APPROVED this _____ day of _____, 2014.

TIM POGUE, MAYOR

ATTEST:

ROBERT KUNTZ, CITY ADMINISTRATOR