



CITY OF DOVER ORDINANCE #2022-24

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Chapter 2. Administration - Article IV. Officers and Employees - Division 5. City Clerk be amended to read as follows:

Sec. 2-281. - Appointment.

There shall be a city clerk selected by a council majority vote of the city council and such person shall serve as the clerk of the city council until their successor has been duly chosen and qualified, but subject to removal at any time by the council.

(Code 1981, § 2-116; Ord. of 3-12-2001)

Sec. 2-282. - Functions.

The city clerk shall perform the following functions:

- (1) *Records generally.* Have charge of and preserve the records, books and papers of the city that are entrusted to him by this Code or by the city manager;
- (2) *Meetings.* Attend all meetings of the city council and transcribe a record of the proceedings;
- (3) *Ordinance records.* Keep records of all ordinances adopted by the city;
- (4) *Notices.* Prepare and sign, at the direction of the city council or the city manager, all notices for grading, paving, graveling or curbing sidewalks or the placing of gutterplates, notices for opening streets and condemnation of land and whatever other notices that the city shall direct;
- (5) *Recording and filing.* Record or file reports or papers, at the direction of the city council or the city manager;
- (6) *Other duties.* Perform such other duties as required by law, by this Code or as directed by the mayor or city council.

(Code 1968, § 2-26; Code 1981, § 2-117; Ord. of 3-12-2001)

Sec. 2-283. - Records management program.

The city records management program shall consist of an established policy and procedures, as follows:

- (1) *Policy.* A records management policy shall be established and implemented by the city to ensure the safety of essential records; to provide for an archival depository for the permanent preservation of historical records; and to provide an orderly system of maintaining, retrieving and storing of records and proper and legal disposal of obsolete records. In order to establish an efficient and economic records program, it shall be the duty and responsibility of each department head to ensure compliance within their department of the city records management policy. Should a department fail to comply with the records management policy, the records manager or his designee has the authority to serve as the records coordinator for the department in implementing the policy.
- (2) *Records manager.* The city clerk is hereby designated as the records manager for the city and is responsible for the implementation and maintenance of the city records management policy. The records management policy shall incorporate the minimum requirements and guidelines set forth in 29 Del. C. § 501 et seq. The records manager shall serve as the city's liaison with the state bureau of archives and records. The records manager shall also serve as the coordinator of all city departments and shall develop, or assist in the development of, records management procedures specific to those departments consistent with state law, the city Charter, and this Code.

(Code 1981, § 2-118; Ord. of 8-12-1996)

Secs. 2-284—2-300. - Reserved.

ADOPTED: December 12, 2022

SYNOPSIS

This ordinance is to make a technical correction to mirror the changes made in the Charter that was adopted on September 9, 2022, H.B. 456.

(SPONSORS: ANDERSON AND HUGG)

Actions History:

12/12/2022 – Second/Final Reading at Council

11/28/2022– First Reading at Council

11/15/2022 – Introduced at Legislative, Finance, and Administration Committee