

1-7A-1: RECORDS MAINTAINED:

- A. The city recorder shall keep his office at the city hall or some other place convenient thereto, as the city council may direct. He shall keep the corporate seal and all papers and records of the city, and keep a record of all proceedings of the city council, whose meetings it shall be his duty to attend. Copies of all papers filed in his office, and transcripts from all records of the city council certified by him, under the corporate seal, shall be evidence in all courts as if the original were produced. (1995 Code § 4-5-1)

- B. It shall be the duty of the city recorder to keep the records, papers and seal of the city, and record in order of date all ordinances and resolutions passed by the city council in a book kept for that purpose. He shall keep in a separate book a record of the proceedings of the city council. He shall keep in a book provided for that purpose the names of all person elected or appointed to any office within the city, the date of their term of office and the dates of the death, resignation or removal of any such officer, and the name of the person appointed to fill the vacancy so created. (1995 Code § 4-5-5)