

**RESOLUTION NO. 4-2018**  
**CITY OF CLARK FORK, ID**  
**Records Custodian**

**A RESOLUTION OF THE CITY OF CLARK FORK, IDAHO DESIGNATING RECORDS CUSTODIAN AND ALTERNATE FOR THE CITY OF CLARK FORK.**

WHEREAS, Senate Bill 1274 requires Idaho cities to designate records custodians and alternates to help members of the public who want to request public records; and

WHEREAS, Senate Bill 1274 takes effect July 1, 2018.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Clark Fork, Idaho, as follows:

The City Clerk-Treasurer is designated as the primary records custodian for the City of Clark Fork for all City departments except for the Clark Fork Fire Department.

The Clark Fork Fire Chief is responsible for handling fire related records requests.

The Assistant City Clerk is designated as the alternate records custodian for the City of Clark Fork for all city departments.

PASSED AND APPROVED by the City Council on this 9th day of July, 2018.



*Russell W. Schenck*

Russell Schenck, Mayor

ATTEST

*Amber M. Burgess*

Amber Burgess, City Clerk

CITY COUNCIL MEMBERS	YES	NO	ABSENT
Shari Jones	_√_	__	__
Blaine Williams	__	__	_√_
Sharon Banning	_√_	__	__
Stanley Spanski	_√_	__	__