

**THAT THE CODE OF ORDINANCES OF THE VILLAGE OF CLAYCOMO, MISSOURI, IS HEREBY AMENDED BY ADDING CHAPTER 12, ARTICLE II-FIRE DEPARTMENT, SECTION 12-26-FIRE DEPARTMENT RECORDS**

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF CLAYCOMO, CLAY COUNTY, MISSOURI, AS FOLLOWS:**

**Chapter 12 – FIRE PREVENTION AND PROTECTION**

**ARTICLE II – FIRE DEPARTMENT**

**Section 12-26. Fire Department Records.**

**Section 12-26.1. Custodian of Records.**

The Fire Chief shall be the custodian of records created and kept at the Fire Department and will be responsible for maintenance and control of all records. The custodian may designate deputy custodians in the fire department or at City Hall as the custodian may determine. Deputy custodians shall conduct matters relating to public records.

**Section 12-26.2. Record Retention.** Any records not specifically addressed here shall follow the Village of Claycomo, or the State of Missouri's Local Government Records Retention Schedules.

- (a) Inspection records shall retain for not less than five (5) years a record of each inspection made showing the findings and disposition of each inspection made. If code violations are involved such record shall be kept for five (5) years after the violation has been corrected or satisfied.
- (b) Fire Investigations shall be maintained for 20 years from the date of the event.
- (c) Fire Reports shall be maintained for 20 years from the date of the event.
- (d) Emergency Medical Service Reports shall be retained for not less than 5 years from the date of the event.

**Section 12-26.3. Fees for reports, documents, research, and copies.** The Village of Claycomo shall charge a fee for reports, documents, research for documents and copies of documents pursuant to a fee schedule established by the Village.

**Section 12-26.4. Report requested by Governmental Officials.** When any report kept by the chief or fire code official is requested by a City official, or representative of another governmental agency, the chief or fire code official shall furnish the requested report without charge.

**THE FOREGOING BILL WAS PUBLICLY READ AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF SAID VILLAGE, AND THEREAFTER DULY PASSED AT SAID MEETING ON THE 24<sup>TH</sup> DAY OF AUGUST 2020.**

PASSED this 24 day of August 2020

Norma Sulzberger

Norma Sulzberger, Chairman of the Board

ATTEST:

Jamie Wright

Jamie Wright, Village Clerk

