

A RESOLUTION APPOINTING A LOCAL FREEDOM OF INFORMATION OFFICER FOR THE CITY OF OVERBROOK, KANSAS, AND PROVIDING FOR THE OFFICER'S DUTIES.

WHEREAS, the Kansas Legislature adopted Sub. HB 2864 requiring that all public agencies covered by the Open Records Act appoint a Local Freedom of Information Officer; and

WHEREAS, the City of Overbrook believes the appointment of a Local Freedom of Information Officer to assist the public with its open records needs is good for public service and facilitates the public policy of open government.

NOW THEREFORE, Be it Resolved by the Governing Body of the City of Overbrook, Kansas on this 12th day of July, 2000:

Section 1. Appointment. Cheryl L Brown is hereby appointed as the Local Freedom of Information Officer and charged with all of the statutory duties prescribed by Sub. HB 2864 and set forth in Section 2.

Section 2. Duties. The Local Freedom of Information Officer or the officer's designee shall:

- a. Prepare and provide educational materials and information concerning the open records act;
- b. Be available to assist the city and members of the general public to resolve disputes relating to the open records act;
- c. Respond to inquiries relating to the open records act;
- d. Establish the requirements for the content, size, shape and other physical characteristics of a brochure required to be displayed or distributed or otherwise make available to the public under the open records act. In establishing such requirements for the content of the brochure, the local freedom of information officer shall include plainly written basic information about the rights of a requestor, the responsibilities of a public agency, and the procedures for inspecting and obtaining a copy of public records under the open records act.

ATTEST:

Cheryl Brown	Glyn Day
Cheryl L. Brown, City Clerk	Glyn L. Day, Mayor