



Legislation Details (With Text)

**File #:** 19412      **Version:** 1      **Name:** Public records  
**Type:** Ordinance      **Status:** Passed  
**File created:** 7/29/2010      **In control:** COMMON COUNCIL ORGANIZATIONAL COMMITTEE (ended 4/2017)  
**On agenda:** 10/19/2010      **Final action:** 10/19/2010  
**Enactment date:** 10/27/2010      **Enactment #:** ORD-10-00100  
**Title:** Amending Sec. 3.70(2)(b) of the Madison General Ordinances to require records custodians to review records before releasing and consult the City Attorney when a question arises whether to grant or deny a request.  
**Sponsors:** David J. Cieslewicz

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
10/19/2010	1	COMMON COUNCIL	Adopt	Pass
10/5/2010	1	COMMON COUNCIL ORGANIZATIONAL COMMITTEE (ended 4/2017)	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
9/7/2010	1	COMMON COUNCIL	Referred	
7/29/2010	1	Attorney's Office/Approval Group	Referred for Introduction	

**Fiscal Note**

No noteworthy fiscal impact is anticipated. The Ordinance codifies existing practices.

**Title**

Amending Sec. 3.70(2)(b) of the Madison General Ordinances to require records custodians to review records before releasing and consult the City Attorney when a question arises whether to grant or deny a request.

**Body**

DRAFTER'S ANALYSIS: This ordinance requires records custodians to review records before releasing them and to consult with the City Attorney on issues raised in such review.

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The Common Council of the City of Madison do hereby ordain as follows:

Subdivision (b) entitled "Duties" of Subsection (6) entitled "Records Custodians" of Section 3.70 entitled "Public Records" of the Madison General Ordinances is amended to read as follows:

"(b) Duties - Custodians are vested with full legal power to render decisions and carry out the duties of the City under this ordinance. Each custodian shall establish a procedure for handling records and shall see that all of their employees entrusted with records are informed of these procedures. Prior to providing access to or a copy of any records, the custodian shall review the records to determine that the records are responsive to the request, whether any redactions are required or whether access should be denied as to any record. If a custodian has any question about granting or denying a request to inspect or copy any record, he or she may shall consult with the City Attorney."