

**NOTICE OF INTRODUCTION OF ORDINANCE**

NOTICE IS HEREBY GIVEN that the following entitled ordinance was introduced in writing in the form required for adoption at a meeting of the Parish Council of the Parish of Livingston, State of Louisiana, on January 23, 2014, and laid over for publication of notice:

L.P. ORDINANCE NO. 14-01

AN ORDINANCE TO AMEND ARTICLE 1 OF CHAPTER 2 OF THE CODE OF ORDINANCES OF LIVINGSTON PARISH, “IN GENERAL,” BY ADDING SECTION 2-9.3(C) “ACCESS TO DOCUMENTS.”

NOTICE IS HEREBY FURTHER GIVEN that the Parish Council of said Parish will meet on Thursday, March 27, 2014, at six (6:00) o’clock p.m., at the Parish Council Chambers, 20355 Government Boulevard, Livingston, Louisiana, at which time there will be a public hearing on the adoption of the aforesaid ordinance.

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Lisa Frederick, Council Clerk

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Ricky Goff, Council Chair

(As per rules of the Council, copies of the proposed ordinance shall be made available for public inspection in the Office of the Livingston Parish Council.)

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NOTICE IS HEREBY FURTHER GIVEN that the Parish Council of said Parish will meet on Thursday, March 13, 2014, at six (6:00) o’clock p.m., at the Parish Council Chambers, 20355 Government Boulevard, Livingston, Louisiana, at which time there will be a public hearing on the adoption of the aforesaid ordinance.

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Lisa Frederick, Council Clerk

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BE IT ORDAINED by the Livingston Parish Council, Parish of Livingston, State of Louisiana: The Code of Ordinances of the Parish of Livingston, Louisiana, is hereby amended by adding Section 2-9.3 (C) which shall read as follows:

**Sec. 2-9.3 (C) Parish Council permitted access to Laserfische, Parish Archives, and any other records retention software utilized by the Parish.**

The intent of this section is to allow access of the Parish Clerk and Finance Chairman or his designee to Parish records whether they are in soft (electronic) copy or hard copy.

1. Laserfische

- a. The Parish Clerk and Finance Chairman or his designee will be granted access to Laserfische.
- b. The Parish Clerk and Finance Chairman or his designee will be instructed by the Parish Administration in the operation of the Laserfische system.
- c. The Parish Clerk and Finance Chairman or his designee will observe the same security safeguards concerning Personal Information as the Parish Administration.

2. Parish Archives

- a. The Parish Clerk and Finance Chairman or his designee will be granted access to the Parish Archives.
- b. The Parish Clerk and Finance Chairman or his designee will be instructed by the Parish Administration in the filing and retrieval of the Parish Archives.
- c. The Parish Clerk and Finance Chairman or his designee will observe the same security safeguards concerning Personal Information as the Parish Administration.

3. Other Record Retention Software or Processes

- a. The Parish Clerk and Finance Chairman or his designee will be granted access to any other Record Retention Software or Processes.
- b. The Parish Clerk and Finance Chairman or his designee will be instructed by the Parish Administration in the proper use of this software or process.
- c. The Parish Clerk and Finance Chairman or his designee will observe the same security safeguards concerning Personal Information as the Parish Administration.

4. Compliance:

- a. Upon passage of this ordinance the Parish Administration will have thirty (30) days to train the Parish Clerk and Finance Chairman or his designee.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances in conflict herewith are hereby repealed. If any provision of this ordinance shall be held to be invalid, such invalidity shall not affect other provisions herein which can be given effect without the invalid provision and to this end the provisions of this ordinance are hereby declared to be severable.

The effective date of this ordinance shall be as prescribed by law.

Upon being subjected to a vote, the vote thereon was as follows:

YEAS:

NAYS:

And the ordinance was declared adopted on the 20<sup>th</sup> day of February, 2014.

ATTEST:

Lisa Frederick, Council Clerk

INTRODUCED \_\_\_\_\_ ADOPTED \_\_\_\_\_

DELIVERED TO PRESIDENT \_\_\_\_\_, \_\_\_\_\_ o'clock \_\_\_\_M.

APPROVED BY PRESIDENT \_\_\_\_\_

Layton Ricks

Date

VETOED BY PRESIDENT \_\_\_\_\_

Layton Ricks

Date \_\_\_\_\_

RECEIVED FROM PRESIDENT \_\_\_\_\_, \_\_\_\_\_ o'clock \_\_\_\_M.