

About the City Recorder



Services

City Council Agenda

City Council meeting agendas are available by 8:00 a.m. on Friday, prior to the regularly scheduled council meeting. Agenda packets will be available no later than 5:00 p.m. on Friday. The Independence City Council meets on the second Monday of the month at 7:30 p.m., and on the fourth Monday at 7:30 a.m. in the Council Chambers at the Independence Civic Center, 555 South Main Street, Independence.

Agenda Packet Notification List

If you would like to be notified when the agenda packets are posted on the website, please contact the City Recorder who will add you to the email notification list.

Public Records Requests

Requests for public records are made to the City Recorder, who is the custodian of the City's records. Requests should be made in writing, and be as specific as possible. However, requests for single copies of readily available information (ex: minutes, resolutions, ordinances) can be made with a simple phone call. The City charges for copies and may, if the request is large, charge for an employee's time as well. See "Public Records Request Form"

Responsibilities

In addition to the above, the Office of the City Recorder is responsible for the following:

- Taking minutes of all City Council, Urban Renewal Agency, Planning Commission and Historic Preservation Commission meetings
- Preparing and distributing meeting agenda packets for the above
- Maintaining all official records of the City
- Conducting municipal elections for the City

About the City Recorder

Published on The City of Independence Oregon - Official Website (<http://www.ci.independence.or.us>)

Source URL (retrieved on 2015-01-24 19:55): <http://www.ci.independence.or.us/cityrecorder/about-city-recorder>