

COMMONWEALTH OF KENTUCKY  
CITY OF LONDON

EXECUTIVE ORDER NO. 2023-02

REGARDING EMAIL AND TEXT MESSAGING CORRESPONDENCE

*Whereas, The City of London is subject to Kentucky Laws relating to Open Records Requests. Emails sent or text messages received by any City employees to and from one another, from the public or replying to the public or emails sent to City of London Council members or the Mayor may be subject to these Open Records laws.*


This Executive Order is entered accordingly and as follows:

1. All City Employees are notified that unless otherwise exempted from the public records law, senders and receivers of City email should presume that the email is subject to release upon request, and such emails may be subject to state record retention requirements. The same Kentucky law applies to text messages between City employees, City of London Council Members, Department Supervisors and the Mayor transacting city business via text messaging or other similar electronic formats. If you have questions regarding this, please contact either the Mayor of the City of London or the City Attorney. You should not delete or destroy any text messages or emails relating to City business before consulting with the Mayor or City Attorney.
2. All Emails by City of London Employees (relating to City of London business) should contain the following disclaimer:

*The recipient should check this email and any attachments for the presence of viruses. The City of London accepts no liability for any damage that may be caused by a virus that may be inadvertently transmitted by this email. This email may be subject to Kentucky Open Records Requests. If you have received this email in error, please destroy it and notify the sender immediately.*

IT IS SO ORDERED AND DIRECTED ON THIS THE 2<sup>ND</sup> DAY OF JANUARY, 2023.

  
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RANDALL WEDDLE, MAYOR

ATTEST:   
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MARCY J. BERRY, CITY CLERK