

**COMMONWEALTH OF KENTUCKY
CITY OF LONDON**

EXECUTIVE ORDER NO. 2023-06

IN RE: RECORDS OF CITY OWNED PHONES


The City of London has issued cellular phones to certain employees, Council members and others.

1. After the date of this Order, no Department of the City shall issue a cell phone except for the City IT Department.
2. It is directed that all City Department Heads shall provide to the Head of IT Department of the City the identity of any and all City employees, Council members and any others who have been issued Cell phones in the past.
3. The list shall include:
 - a. The name and address of the person to whom the phone is issued;
 - b. The date of the issuance of the phone;
 - c. The cell phone number; and
 - d. Whether the previously issued phone was returned to either be traded in on the new phone or placed in the City's surplus property.
4. From the date of this Order, all returned phones shall either be turned in to the IT Department and shall be traded in by the IT Department to the cell phone company or presented to the City Council to be declared surplus property.
5. The Mayor and the IT Department shall determine whether a person is eligible for a Cell phone or an upgrade of phone. No city owned cell phone shall be issued unless approved by the Mayor.
6. The IT Department and the City Clerk shall consult with the Auditor for the City of London to determine the appropriate manner for anyone issued a cell phone to pay for his/her personal use of the cell phone.
7. The IT Department in conjunction with the City Clerk and the Kentucky Department of Libraries and Archives shall determine the most efficient and appropriate manner for public records purposes the responsibility of the cell phone usage, including but not

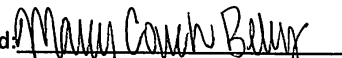
limited to phone calls, text messages, emails and any other public use of the city issued cell phone. The IT Department shall provide written notice to all persons having possession of city owned phones the manner of record keeping of these records.

8. Notice is given by this Order that the city issued cell phone activity logs are a public record and must be maintained as such.
9. Any employee or other person with a City issued phone shall maintain copies of all cell phone usage and copies of all city related text, emails or other social media related communications for a period of not less than twelve (12) months in keeping with the directions of the IT Department Head.
10. Failure to maintain such records shall result in the revocation and return of the city owned cell phone.
11. Upon request by the Mayor, City Clerk or IT Department Head, the information contained in paragraph (6) shall be provided. Such request shall only be made in the event of an Open Records Request, a valid Court order or upon request from the Mayor.

This the 8th day of February, 2023.



Mayor Randall Weddle

Attested: 

Marcy Couch-Berry, City Clerk