

## CHAPTER 9

### RECORDS

#### SECTION:

- 1-9-1: FORMS**
- 1-9-2: RECORDS**
- 1-9-3: FILES**
- 1-9-4: MINUTES**
- 1-9-5: SPECIAL ORDINANCES**
- 1-9-6: APPROVED FORMS**
- 1-9-7: REGULATORY AND DIRECTORY RESOLUTIONS**

**1-9-1: FORMS:**  
The Council is authorized to designate, prescribe, and approve the form of all records of the City.

**1-9-2: RECORDS:**  
The public records of the City shall consist of minute records, resolutions and ordinance records, tax records, account records, form records, and such other records, books, and documents as the Council may prescribe.

The original ordinances, resolutions, and minutes of the City shall be recorded, at length, in books to be known, respectively, as the Mesa City Code Book, Resolution Record, and Minute Book and shall be deposited and kept by the Clerk.

**1-9-3: FILES:**  
Authenticated copies of all ordinances, resolutions, and orders, with affidavit of posting or publishing, if any there be, attached and all resolutions, notices, deeds, surveys, leases, paid and unpaid vouchers, inventories, letters, orders, and other documents of whatsoever nature shall be numbered and filed separately by the Clerk.

**1-9-4: MINUTES:**  
It shall be unnecessary to enter or record at length in the minutes of proceedings written ordinances, resolutions, or orders, unless expressly required to be so entered by the State statutes or the ordinances, resolutions, or orders of the City, but it shall be sufficient to refer to such by the number and name, the date of their passage, and such other facts as may be necessary to identify the same.

**1-9-5: SPECIAL ORDINANCES:**  
Ordinances passed regarding special matters, such as franchises, bonds, or other special matter, shall not be incorporated in the compiled ordinances of the City. Only general ordinances then in effect shall be therein compiled, but all such special or extraordinary ordinances shall be filed, entered, and authenticated as provided herein.

**1-9-6: APPROVED FORMS:**  
No blank or form shall be used in the transaction of business of the City until the same shall have been submitted for approval as to form to the City Attorney. It shall be the duty of the Clerk to keep all forms consecutively numbered and filed in his office.

**1-9-7: REGULATORY AND DIRECTORY RESOLUTIONS:**  
All resolutions or orders regulating or relating to the government use, control, or service of public utilities, streets, health, office routine, and other similar matters shall be typewritten, authenticated by the Mayor and Clerk, and filed together in a suitable binder for convenient use and reference. The Clerk shall keep all such resolutions and orders up to date.

## CHAPTER 10

### PUBLICATION OF PROCEEDINGS

#### SECTION:

**1-10-1: PUBLICATIONS**

**1-10-2: POSTING**

**1-10-3: BIENNIAL STATEMENT (REP. BY 1057)**

**1-10-1: PUBLICATIONS:**

Only such ordinances, resolutions, orders, motions, regulations, or proceedings of the City Council shall be published as may be required by the Mesa City Charter, Section 211; by the applicable statutes of the State of Arizona (A.R.S. §9-811, §9-812); or as expressly ordered by the Council. (1057)

**1-10-2: POSTING:**

Every ordinance imposing any penalty, fine, forfeiture, or other punishment shall, after passage thereof, be posted by the Clerk in three (3) or more public places within the City, and a copy of said ordinance, with affidavit of posting attached, shall be filed in the office of the Clerk and shall be proof of said posting as provided by law.

**1-10-3: BIENNIAL STATEMENT: (Rep. by 1057)**

## CHAPTER 11

### RECALL

#### SECTION:

**1-11-1: RECALL**

**1-11-1: RECALL:**

Elective officers of the City shall be subject to recall from offices by the qualified electors of the City under the proceedings and in the manner prescribed for the recall of such officers by the State statutes.