

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION DESIGNATING A NEW LOCATION FOR THE MAINTENANCE AND STORAGE OF TOWN RECORDS; AND PROVIDING FOR ACCESS TO RECORDS.

WHEREAS, the records of the Town of Carlton Landing, Oklahoma have heretofore been stored at The Meeting House, 20 Boulevard, Carlton Landing, Eufaula, OK 74432;

WHEREAS, the Town Board of Trustees of the Town desires to store such records in a more convenient and secure location;

WHEREAS, the Town has been offered, and the Town Board of Trustees wishes to utilize, a more convenient and secure storage location at 41 Ridgeline Rd., Carlton Landing, Eufaula, OK 74432, to be provided at no additional cost by Carlton Landing Enterprises, LLC.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA, that the records storage for the Town shall be moved to 41 Ridgeline Rd., Carlton Landing, Eufaula OK 74432 effective September 30, 2014, provided that all such records shall be stored in filing cabinets which are utilized solely for records of the Town, and provided further, that such records shall be stored and managed under the supervision and authority of the Town Clerk and shall be accessible to appropriate Town officers during normal business hours.

ADOPTED AND APPROVED by the Town Board of Trustees and signed by the Mayor of the Town of Carlton Landing, Oklahoma this 20th day of September, 2014.

TOWN OF CARLTON LANDING, Oklahoma

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Mayor

ATTEST:

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Town Clerk