

CITY OF HORSESHOE BEND, ARKANSAS

ORDINANCE 2025-19

AN ORDINANCE TO SET THE POLICIES AND PROCEDURES FOR RETENTION OF PUBLIC MEETING RECORDS FOR REPRODUCTION AND/OR INSPECTION.

Whereas, it is necessary for the City of Horseshoe Bend, Arkansas to retain records of public meetings so that the public can have access to those records for at least five years,

Be it hereby ordained that:

SECTION 1:

(1) Except as provided under paragraph (5) of this section, a public meeting shall be recorded in a manner that allows for the capture of sound, including without limitation:

- (A) A sound-only recording;
- (B) A video recording with sound and picture; or
- (C) A digital or analog broadcast capable of being recorded.

(2) If a member of a governing body attends a public meeting remotely, the remote portion of the public meeting that is recorded under paragraph (1) of this section shall be recorded in the format in which it is conducted.

(3) A recording of a public meeting under paragraph (1) or paragraph (2) of this section shall be maintained by the City of Horseshoe Bend for a minimum of five (5) years from the date of the public meeting.

(4) The recording shall be maintained in a format that may be reproduced upon a lawful request.

(5) Paragraph (1) of this section does not apply to:

- (A) Executive sessions; or
- (B) Volunteer fire departments.

SECTION 2: This recording shall be on DVD or other digital format which allows for the city personnel to reproduce said recording upon lawful request.

Passed and approved this 27th day of October, 2025.

Mayor DeLair



Recorder-Treasurer Vander Pas

