



May 24, 2023

## **RESOLUTION 2023-02: RESTRICTING ACCESS TO ADMINISTRATIVE CODE ENFORCEMENT (ACE) COMPLAINT RECORDS**

WHEREAS, the Town of Leeds recognizes the importance of maintaining transparency and openness in its administrative processes while also protecting the privacy and confidentiality of individuals involved in code enforcement complaints; and

WHEREAS, the Government Records Access and Management Act (GRAMA) grants residents certain rights to access public records, subject to certain exceptions and limitations; and

WHEREAS, the Town of Leeds aims to strike a balance between transparency and privacy, ensuring the fair treatment of all residents and safeguarding sensitive information; and

WHEREAS, it is necessary to establish clear guidelines regarding access to Administrative Code Enforcement (ACE) complaint records to ensure compliance with privacy laws and protect the rights of individuals involved;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Leeds that:

1. Access to ACE complaint records shall be regulated to strike a balance between transparency and privacy.
2. Effective immediately, residents of the Town of Leeds shall not have direct access to ACE complaint records through GRAMA requests unless authorized by a court of law.
3. The Town of Leeds shall continue to comply with all applicable state and federal laws regarding the handling and disclosure of public records, including but not limited to the Government Records Access and Management Act (GRAMA).
4. Residents seeking information regarding ACE complaint records may submit a written request to the appropriate department responsible for code enforcement. The department shall review the request and determine if the disclosure is permissible under applicable laws and regulations.
5. The Town of Leeds shall establish appropriate safeguards to protect the privacy and confidentiality of individuals involved in ACE complaint records, including redacting personal identifying information and other sensitive details as necessary.
6. Any requests for ACE complaint records that are denied by the appropriate department may be subject to appeal as provided by applicable laws and regulations.
7. This resolution shall be effective immediately upon adoption by the Town Council and shall supersede any conflicting policies or resolutions previously in effect.

PASSED AND ADOPTED by the Town Council of Leeds on this 24<sup>TH</sup> day of May, 2023.

ROLL CALL VOTE:

	Yea	Nay	Abstain	Absent
MAYOR: BILL HOSTER	X	_____	_____	_____
COUNCILMEMBER: DANIELLE STIRLING	X	_____	_____	_____
COUNCILMEMBER: RON CUNDICK	X	_____	_____	_____
COUNCILMEMBER: STEPHEN WILSON	_____	_____	_____	X
COUNCILMEMBER: KOLE FURLEY	_____	_____	_____	X

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Bill Hoster, Mayor,

ATTEST:  
  
\_\_\_\_\_  
Aseneth Steed , Clerk/Recorder