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MEMORANDUM

TO: Approved Codification Services Vendors and Codification Grant Applicants/Recipients

FROM: Nicole Bryan, Branch Manager - Local Records Program

SUBJECT: Codification Steps Policy for Kentucky Cities

DATE: October 5, 2018

When preparing a Code of Ordinances for a Kentucky city using Local Records Grant Program Funds, the following steps are required:

Step 1: The city gathers all currently effective actions of the legislative body affecting the general public and forwards them to the vendor within sixty (60) days of signing the local records grant agreement. These will usually be in the form of ordinances or orders, but in some instances, may also take the form of resolutions, motions, etc. It is the responsibility of the city to identify and make available to the vendor all such codifiable actions.

NOTE: Any additional information the city wishes to be included or indexed and published with the Code of Ordinances, such as city directories, inclusion of map pockets, etc., is between the city and the vendor and will be at the expense of the city. The vendor will bill the city separately for any such additions.

Step 2: The vendor's legal staff reviews the forwarded materials and prepares preliminary recommendations based on the needs of the city as described in the Invitation for Bid Proposal.

Step 3: The vendor's staff confers on-site with city officials regarding these preliminary recommendations and discusses any other questions or uncertainties that may have arisen.

Step 4: The vendor's legal staff revises recommendations, incorporating changes/additions agreed to at the conference, and forwards all materials to the editorial staff for review and draft manuscript preparation.

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Step 5: The vendor sends one copy of the draft manuscript to the city for review and one copy to the attorney designated to perform the independent legal review.

Step 6: The city reviews the draft, makes any needed changes, adjustments, and/or asks for clarification and returns to vendor. Except under extenuating circumstances, this step shall be completed within sixty (60) days of receipt of the draft manuscript.

NOTE: Any overlooked legislative actions passed prior to the date of the Invitation for Bid Proposal may be added to the code up through this step in the process. Any found after this point, or any ordinances enacted after the Invitation for Bid Proposal date, will be added to the code as supplements at the city's expense.

Step 7: The designated independent attorney performs the final legal review, notes any needed adjustments, and returns the manuscript and recommendations to the vendor.

Step 8: Vendor representatives shall consult with city officials to discuss any recommended changes, answer questions, etc., resulting from the reviews.

NOTE: Any major changes recommended by either the city or the independent legal reviewer at this point would be forwarded to the other party.

Step 9: The vendor incorporates these final adjustments, publishes the final version of the code and sends at least five (5) copies to the city.

Step 10: The city adopts the code by legislative action per KRS 83A.060 (5) and forwards one (1) copy of the action to the Kentucky Department for Libraries and Archives.

This revises the October 8, 1993 Codification Steps Memorandum and is effective December 5, 2000.