

**Kentucky Department for Libraries and Archives  
Archives and Records Management Division**

**PM 2021 – 01**

**Policy Memorandum on Approved Codification Services Vendors and Codification Grant Applicants/Recipients**

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

**Step 1:** The city or county 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 or county to identify and make available to the vendor all such codifiable actions.

**NOTE:** Any additional information the city or county wishes to be included or indexed and published with the Code of Ordinances, such as city or county directories, inclusion of map pockets, etc., is between the city or county and the vendor and will be at the expense of the city or county. The vendor will bill the city or county 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 or county as described in the Invitation for Bid Proposal.

**Step 3:** The vendor's staff confers on-site with city or county 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.

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

**Step 6:** The city or county 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 or county'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 or county officials to discuss any recommended changes, answer questions, etc., resulting from the reviews.

**NOTE:** Any major changes recommended by either the city/county 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 or county.

**Step 10:** The city or county 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.