

## **Welcome to the Office of the City Clerk**



The City Clerk's Office serves as the City's resource for informational, historical and legislative services for the community, the public, City departments and City agencies. The City Clerk's Office is dedicated to preparing the proceedings of the City Commission and preserving City records, using integrity to offer timely and courteous service to the citizens and staff of Great Falls, Montana.

### **We assist the public by:**

- Supporting the legislative work of the Mayor and City Commission. [Resolutions](#) and [Ordinances](#) dating back to 2001 are posted on-line.
- Maintaining a complete record of all City Commission [Minutes](#) (includes agenda setting meetings, work sessions, and commission meetings)
- Maintaining and preserving *official* City records
- Codifying and distributing the [Official Code](#) of the City of Great Falls
- Serving as the Records Manager, providing the City Departments with guidance for proper maintenance and disposition of City records in compliance with State laws
- Scheduling the [City-190 web video streaming, live and recorded government-related meetings, community readerboard requests and public service announcements](#)

**If you were unable to find the information you were looking for, please submit a [Public Records Request Form](#).**

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