

# City of Kelso City Clerk <sup>[1]</sup>

The current City Clerk is Brian Butterfield, Clerk/Finance Director for the City of Kelso.

The City Clerk for the city of Kelso is responsible for the following:

- Giving notice of all Kelso City Council meetings
- Keeping a journal of the minutes of the Kelso City Council
- Signing and maintaining adopted Resolutions and Ordinances
- Being official custodian of all city records
- Making city records available to the general public, by official request only - Public Disclosure Request Form
- Retaining and maintaining all signed contracts, transaction or deeds, etc. that the city is a party to
- Keeping the official Seal of the City

For more information please [Contact](#) <sup>[2]</sup>our office.

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## Links

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[2] <mailto:finance@kelso.gov>