

REQUESTED BY: POLICE PROPERTY MANAGEMENT OFFICER, MARYLOU BERNING

DATE OF FIRST READING: 11-7-17 WAIVE RULES? YES NO

FINAL ACTION DATE: 11-21-17 VOTE: YES NO

SUSPENSION OF TWO
READING RULE:

YES	NO
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DENISE LINGO
 JENNIFER MOODY
 ROBERT PARSONS
 JEANNE GEORGE
 JUDY PETERSEN
 JOE ROETTING
 KISHA DOSA
 TOTALS

ADOPTION OF
ORDINANCE

YES	NO
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ORDINANCE NO. 17-1831

AN ORDINANCE DELINIATING THE DUTIES AND DESIGNATING MEMBERS OF THE RECORDS COMMISSION, AUTHORIZING MEMBERS' DELEGATION OF COMMISSION MEETING ATTENDANCE, AND ESTABLISHING A DELEGATE FOR TRAINING REQUIRED FOR ELECTED OFFICIALS

WHEREAS Ohio Revised Code Section 149.39 requires the establishment of a Records Commission and specifies the members to be appointed to the Records Commission; and

WHEREAS some members may be more effectively and efficiently represented on a meeting to meeting basis; and

WHEREAS Ohio Revised Code Section 149.43(E)(1) requires Mt. Healthy elected officials, or their delegate, to attend a public records training program;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MT. HEALTHY, STATE OF OHIO:

Section 1.

(A) There is hereby created a Mt. Healthy Records Commission consisting of the City Manager or the City Manager's designee, as chairperson; the Finance Director or the Finance Director's designee; the Law Director or the Law Director's designee; and one citizen of Mt. Healthy appointed by the City Manager.

(B) The Commission may elect a Secretary, who may or may not be a member of the commission and who shall serve at the pleasure of the Commission. The Commission may employ an Archivist or Records Manager to serve under its direction.

(C) The Commission shall conduct a meeting at least once every six months or more frequently upon the call of the Chairperson.

Section 2.

(A) The duties of the City Records Commission shall be to provide rules for retention, maintenance, storage, and disposal of records of the City, and review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by the City offices.

(B) The Commission, at any time, may review any schedule it has previously approved and, may revise that schedule under the procedure outlined in that section.

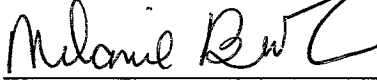
Section 3. All elected officials or their appropriate designees shall attend training approved by the Ohio Attorney General as provided in Section 109.43 of the Ohio Revised Code. For purposes of this section, the Clerk of Council will serve as the designee for the training.

Section 4. That this Ordinance shall be in full force and effect from and after first date provided by law.

Passed this 21 day of November, 2017.




President of Council

Attest: 

Clerk of Council

Approved this 21 day of November, 2017.


Mayor