

ORDINANCE #26 – 2013

AN ORDINANCE TO ESTABLISH A RECORDS COMMISSION

WHEREAS, the Village of Woodville, Sandusky County Ohio desires to establish a Records Commission in accordance with Ohio Revised Code 149.39;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Woodville, Sandusky County, Ohio that:

Section 1: The Records Commission shall be composed of the Mayor or his appointed representative, the Fiscal Officer, the Village Solicitor, the Chief of Police, and a citizen appointed by the Mayor and serve without compensation (this position will have no term limit).

Section 2: The Commission shall appoint a recording secretary, who may or may not be a member of the Commission and who shall serve at the pleasure of the Commission. The recording secretary shall keep minutes of all meetings, schedule all meetings and notify the members of the date, time and location of meetings. The Commission shall meet at least once every six months and upon call of the chairperson. All meetings shall be open to the public.

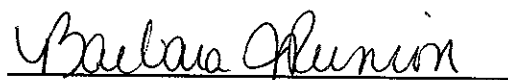
Section 3: The Commission shall send all applications submitted by offices of the Village of Woodville for one-time disposal of obsolete records (RC-1), and retention and disposition (RC-2) to the Local Government Records Program at the Ohio Historical Society for review. Once reviewed by the Ohio Historical Society and the Auditor of State, the Commission shall be notified and shall, in turn, provide a copy of the approval to be maintained in the Village of Woodville permanent records. All schedules of records shall be sent to the Ohio Historical Society for review. The Commission shall send all submitted certificates of records disposal (RC-3) to the Local Government Records Program at the Ohio Historical Society and shall allow the Society at least twenty-one (21) days to select for its custody those public records that it considers to be of continuing historical value before allowing the disposal of those records.

Section 4: The Commission shall maintain a file containing copies of all schedules, applications, and certificates of records disposal approved or received by the Commission. The Commission shall maintain minutes of all Commission meetings. All Records Commission records shall be considered permanent records.

Section 5: It is found and determined that all formal actions of the Council of the Village of Woodville, Sandusky County, Ohio, concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and all deliberations of this Council that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.


Mayor Richard A. Harman

ATTEST:


Barbara J. Runion, Fiscal Officer

1st Reading: 11/25/13
2nd Reading: 12/9/13
3rd Reading: 12/23/13

Passage: 12/23/13
Yeas: 6
Nays: 0