

# RECORD OF ORDINANCES

## VILLAGE OF MCCONNELSVILLE

Ordinance No. 17-07                      Passed the                      day of                      20

### **RECORD RETENTION ORDINANCE AN ORDINANCE OVERSEEING THE RETENTION OF TNE MUNICIPAL RECORDS**

**WHEREAS;** the Ohio revised code requires that all municipalities in the State of Ohio have a record retention policy in place to retain and or discard certain materials received or generated by the municipality; and,

**WHEREAS;** the Village of McConnelsville has a need in disposing of outdated records and other materials.

**NOW THEREFORE BE IT ORDAINED,** by the Council of the Village of McConnelsville, County of Morgan, State of Ohio as follows:

**Section 1. Establishing Records Retention Program and Municipal Records Commission**

The Village of McConnelsville shall establish a records retention program for the Village of McConnelsville and form a Municipal Records Commission.

**Section 2. Members of Municipal records Commission**

There shall be a Municipal Records Commission established to review the record retention program and the disposing of public records.

This commission shall consist of four members as follows:

1. Chief Executive Officer for the Village (Mayor); who shall also serve as the Chairperson for the Commission.
2. Chief Fiscal Officer for the Village; who shall also serve as clerk for the Commission.
3. Chief Legal Officer for the Village (Solicitor); who shall also serve as legal counsel for the Commission
4. One citizen of the Village to be appointed by the Chairperson.

**Section 3. Meetings and Quorum for the Commission**

The Municipal Records Commission will meet every six months. The Chairperson shall call the meeting. There shall be a minimum of three members of the Commission to constitute a quorum. It shall be a public meeting; meeting all the requirements for a public meeting and there shall be minutes kept of the meeting and given the clerk of the Village council.

**Section 4. Compensation, Terms, and Vacancies**

The members of the Municipal Records Commission shall serve without compensation. The term of office for the Village’s Chief Executive Officer (Mayor) shall be commensurate with the term of office. The Village’s Chief Fiscal Officer shall be the length of the position or if the position would revert to an elected position of Clerk/Treasurer the term would be commensurate with the term of office. The term for the Village Solicitor would be for the length of the contract with the Village. The term for the Citizen member shall be for a two-year period. Any vacancy of an unexpired term of the citizen member shall be filled by the Chief Executive Officer for the unexpired term.

**Section 5. The Record Retention Program to be Adopted**

The Village of McConnelsville shall adopt as its Record Retention Program the Ohio Municipal Records Manual (Suggested Records Retention Periods) Third Revision Edition dated January 2000 and Supreme Court Rule 26 with the heading of Court Records Management and Retention.

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**Section 6. Regulations and Time Frames**

The information in the Ohio Municipal Records Manual and the Court Records Management and Retention manuals will be the regulations and the time frames used for the Village’s record retention program.

**Section 7. Power and Duties**

The function of the Municipal Records Commission shall be to provide rules for the retention and disposal of records of the municipal corporation and to review applications for one-time record disposal and schedules of record retention if not stated in the adopted manuals in Section 5. Records may be disposed of by the Commission pursuant to the procedure outlined in this section. The Commission may at any time review any schedule it has approved and for good cause shown may revise that schedule.

**Section 8: Legal Requirements**

That is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were passed in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
John W. Finley  
Mayor

Attest:

\_\_\_\_\_  
Ellen M. Henry  
Fiscal Officer