

CHAPTER 157

Records Management Program

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157.01 CITY RECORDS COMMISSION.

There is hereby established a City Records Commission. The purpose of the Commission shall be to establish rules, regulations and procedures for the retention and disposal of all City records and archives in compliance with the Charter of the City and laws of the State of Ohio, with particular reference to Ohio R.C. 149.39. (Ord. 0148-2006. Passed 8-7-06.)

157.02 MEMBERSHIP.

The membership of the City Records Commission shall be the Mayor or the Mayor's appointed representative, Director of Finance, **DIRECTOR OF TECHNOLOGY**, City Attorney, Clerk of Council and a **RESIDENT** member appointed by Council. The appointment by Council shall be for a term of three years, commencing January 2, 1990. Elected and appointed officials who are employees of the City shall serve on the Commission without additional compensation. The Council appointee shall receive compensation as established by Council. (Ord. 0148-2006. Passed 8-7-06.)

157.03 OPERATION.

The City Records Commission shall meet at least once every six months, and upon the call of the Chairman. One of these meetings shall be an annual meeting that shall be scheduled during January. At such annual meeting, the Commission members shall elect one of the members to serve as Chairman for a one-year term. There shall be no limit on the number of successive terms. (Ord. 0148-2006. Passed 8-7-06.)

157.04 FUNDING.

The City Records Commission budget shall be included in the Council office budget. (Ord. 0148-2006. Passed 8-7-06.)

157.05 ADOPTION.

The current edition of the Ohio Municipal Records Manual, published by the Ohio Historical Society, is hereby adopted to provide guidelines for the City Records Commission. (Ord. 0148-2006. Passed 8-7-06.)

157.06 RECORDS ADMINISTRATOR.

A qualified person for the position of Records Administrator shall be selected and appointed by the City Council and work under the direction of the Clerk of Council. The Records Administrator shall not be a member of the Commission. (Ord. 0148-2006. Passed 8-7-06.)

157.07 COMMISSION DUTIES AND RESPONSIBILITIES.

(a) The City Records Commission, acting under authority of Ohio R.C. 149.39 shall establish and implement a program to encompass such areas of records management as are required to preserve and keep in order all books, papers, documents, records and files of Council and of the executive departments of the City in order to achieve the following goals:

- (1) Release space and reduce the need for storage and filing equipment;
- (2) Establish an efficient retrieval operation for both active and inactive Municipal records;
- (3) Provide for routine disposition of paperwork;
- (4) Establish, control and maintain total security over Municipal records; and
- (5) Communicate the need for an effective records management program.

(b) The Commission shall adopt a retention schedule for all documents and materials under its jurisdiction and shall apply to the Ohio Historical Society for approval of this schedule. Once approved, the records management program shall be administered according to this schedule except as may be amended by the Commission and approved by the Ohio Historical Society from time to time. (Ord. 0148-2006. Passed 8-7-06.)

157.08 COMPLIANCE.

Any and all Municipal officials, employees and board or commission members shall comply with requests by the City Records Commission or the Records Administrator for documents, records or information, made pursuant to the authority granted herein, within a reasonable time. (Ord. 0148-2006. Passed 8-7-06.)

157.09 TRANSFER OF RECORDS.

(a) All records defined herein and required by Ohio R.C. 121.21 are the property of the City and shall not be removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules and regulations adopted by the Records Commission, pursuant to Ohio R.C. 149.32 to 149.42, inclusive.

(b) Such records shall be delivered by outgoing appointed and elected officials and employees of the City to the City for distribution as necessary and appropriately to successors, and shall not be otherwise removed, transferred or destroyed unlawfully. (Ord. 0148-2006. Passed 8-7-06.)

157.10 AUTHORITY NOT RESTRICTED.

The provisions of Ohio R.C. 149.31 to 149.42, inclusive, shall not impair or restrict the authority given by other statutes over the creation of records, systems, forms, procedures or the control over purchases of equipment by public offices. (Ord. 0148-2006. Passed 8-7-06.)

157.99 PENALTY.

Whoever violates Ohio R.C. 149.351 or 149.43 or any of the provisions of this chapter shall forfeit not more than five hundred dollars (\$500.00) for each offense. The City Attorney shall collect same by applicable action in a court of competent jurisdiction. (Ord. 0148-2006. Passed 8-7-06.)