

IN THE COUNCIL OF THE VILLAGE OF NEW CONCORD, OHIO

**ORDINANCE NO. 2021 – 48**

AN ORDINANCE ESTABLISHING A RECORDS COMMISSION IN THE VILLAGE OF NEW CONCORD, OHIO AND DECLARING AN EMERGENCY.

WHEREAS, Section 149.39 of the Ohio Revised Code (RC) provides that municipalities establish a Records Commission; and

WHEREAS, it is in the best interests of public welfare to immediately establish such commission.

NOW, THEREFORE, be it ordained by the Council of the Village of New Concord, Ohio that:

Section 1. As provided by RC section 149.39, there is hereby created in the Village of New Concord a Records Commission.

Section 2. The Records Commission shall have such powers and duties as provided under Ohio RC section 149.39 to provide rules for retention and disposal of records of the municipal corporation and to review applications for one-time disposal of obsolete records and to review schedules of records retention and disposition submitted by municipal offices. The commission may dispose of records pursuant to the procedure outlined in RC section 149.381.

Section 3. The commission is to be composed of the mayor or the mayor's appointed representative, as chairperson, and the chief fiscal officer, the chief legal officer, and a citizen appointed by the mayor.

Section 4. The commission shall appoint a secretary, who may or may not be a member of the commission and who shall serve at the pleasure of the commission.

Section 5. The commission may employ an archivist or records manager to serve under its direction. The commission shall meet at least once every six months and upon the call of the chairperson.

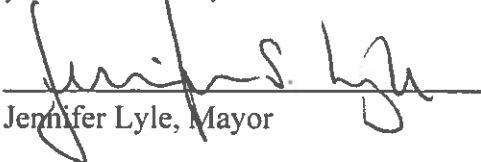
Section 6. The commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule under the procedure outlined in that section.

Section 7. That for the reasons stated in the preamble, which is hereby made a part of hereof, the Ordinance is declared to be an emergency measure and shall take effect and be in force at the earliest period allowed by law.

PASSED: November 8, 2021

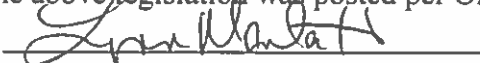
  
Kristi Kearns, President of Council

APPROVED: November 8, 2021

  
Jennifer Lyle, Mayor

ATTEST:   
Lynn Marlatt, Fiscal Officer

I hereby certify that the above legislation was posted per Ordinance No. L-1-84-1.

  
Lynn Marlatt, Fiscal Officer