

Ordinance No. _____ Passed _____, 20__

ORDINANCE NO. 11 -09

AN ORDINANCE AMENDING CHAPTER 157 OF THE CODIFIED ORDINANCES OF THE CITY OF ORRVILLE, OHIO, REGARDING THE RECORDS COMMISSION.

BE IT ORDAINED by the Council of the City of Orrville, Ohio:

Section 1: That Chapter 157 of the Codified Ordinances of the City of Orrville is hereby amended to read:

CHAPTER 157 RECORDS COMMISSION

157.01 CREATION AND COMPOSITION.

There is hereby created in the City, a Records Commission composed of the Mayor or the Mayor's appointed representative, as chairperson, and the Finance Director, the Law Director, and a citizen appointed by the Mayor. 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. 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 call of the chairperson.

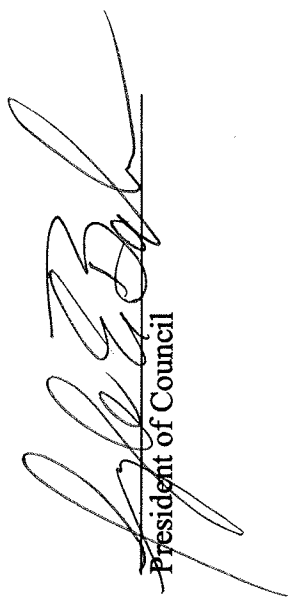
157.02 DUTIES.

The function of the Commission shall be to provide rules for retention and disposal of records of the City and to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by City offices. The Commission may dispose of records pursuant to the procedure outlined in Section 149.39 of the Ohio Revised Code. The Commission at any time may review any schedule it has previously approved and for good cause shown may revise that schedule.

Section 2: All legislation inconsistent herewith is hereby repealed.

Section 3: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

Passed this 16th day of March 2009.


President of Council

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Attest:

T Peppard
Clerk of Council

Approved:

David S. Handman
Mayor

Date 3/16/09