

Village of Mantua, Ohio
ORDINANCE 2024-19

AN ORDINANCE AMENDING CHAPTER 155 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA REGARDING THE RECORDS COMMISSION.

WHEREAS, the Finance Committee has recommended amendments to Chapter 155 of the Codified Ordinances of the Village of Mantua in order to ensure consistency with current provisions of the Ohio Revised Code; and

WHEREAS, this Council now wishes to amend the Codified Ordinances of the Village of Mantua in order to address this recommendation.

NOW THEREFORE, be it Ordained by the Council of the Village of Mantua, Portage County, Ohio, a majority or more of the members elected thereto concurring, that:

SECTION 1. Existing Chapter 155 of the Codified Ordinances of the Village of Mantua is hereby repealed.

SECTION 2. Chapter 155 of the Codified Ordinances of the Village of Mantua is hereby enacted as set forth in “Exhibit A”, attached hereto and incorporated herein by reference.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this 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.

SECTION 4. This Ordinance shall take effect and be in full force from and after approval by the Mantua Village Council at the earliest date allowed by law.

Passed in Council this _____ day of _____, 2024.

ATTEST:

Tammy Meyer, Mayor

Maryann Fabian, Fiscal Officer

I hereby certify the above Ordinance was duly posted as required pursuant to Mantua Village Codified Ordinances Section 123.01 for no less than two consecutive weeks, beginning on the _____ day of _____, 2024.

Approved as to Legal Form:

Maryann Fabian, Fiscal Officer

Michele Stuck, Solicitor

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“Exhibit A”

**CHAPTER 155
Records Commission**

155.01 Creation; members.

155.02 Duties.

155.03 Procedure for records disposal.

155.01 CREATION; MEMBERS.

(a) There is hereby created the Village Records Commission composed of the Mayor or their appointed representative, who shall act as chairperson, the Fiscal Officer, the Solicitor, and a citizen to be appointed by the Mayor.

(b) The Commission shall appoint a secretary who may or may not be a member of the Commission and shall serve at the pleasure of the Commission.

(c) The Commission shall meet at least once every six months and upon call of the Chairperson.

155.02 DUTIES.

The functions of the Records Commission shall be to provide rules for retention and disposal of records of the Village and to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by municipal offices. Records may be disposed of by the Commission pursuant to the procedure outlined in this chapter. 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.

155.03 PROCEDURES FOR RECORDS DISPOSAL.

(a) Before public records are to be disposed of pursuant to the approved schedule of records retention and disposition, the Commission shall inform the Ohio history connection of the disposal through the submission of a certificate of records disposal for only the records required by the schedule to be disposed of, and shall give the Ohio history connection the opportunity for a period of fifteen business days to select for its custody those public records, from the certificate submitted, that it considers to be of continuing historical value.

(b) When the Commission has approved an application for one-time disposal of obsolete records or any revised schedule of records retention and disposition, the Commission shall send that application or schedule to the Ohio history connection for its review pursuant to Ohio R.C. 149.381.