

ORDINANCE NO. 94-93 AC CMS

AN ORDINANCE AMENDING SECTION 159.01 OF THE CODIFIED ORDINANCES
OF THE CITY OF OBERLIN WHICH CREATED A CITY RECORDS
COMMISSION AND SET FORTH ITS DUTIES

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That Section 159.01 of the Codified Ordinances of the City of Oberlin, which created a City Records Commission and set forth its duties and functions, presently reading as follows:

"159.01 CREATED; FUNCTIONS.

(a) A Records Commission is hereby created composed of the City Manager or her designee as chairperson, and three officers or residents named by the City Manager who shall serve for such term as may be designated by her. The Records 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.

(b) The functions of the Records Commission shall be to review record disposal lists submitted by the various departments and agencies of the City. The disposal lists shall contain those records which no longer have administrative, legal or fiscal value to the City or to its residents. Records may be disposed of by the Commission pursuant to the procedure hereinafter provided. (Ord. 1498AC, Passed 1-19-79)",

Be and hereby is amended to read as follows:

"159.01 CITY RECORDS COMMISSION CREATED; FUNCTIONS.

(a) A City Records Commission is hereby created. The commission shall be composed of five members, consisting of the Clerk of Oberlin City Council as Chair, the City Solicitor, the City Auditor, the City Manager or his or her designee, and one resident of the City appointed by City Council. The term of the member of the Records Commission appointed by City Council shall be five years. The Commission shall appoint a secretary, who may or may not be a member of the Commission, and who shall serve in that position at the pleasure of the Commission. The Commission shall meet at least once every six months, and upon call of the Chair.

(b) The functions of the Records Commission shall be to provide rules for retention and disposal of records of the municipal corporation, and to review applications for one-time disposal and schedules of records retention and disposition submitted by municipal offices. Records may be disposed of by the Commission pursuant to the procedures set forth in Section 149.39 of the Ohio Revised Code."

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption 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 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - November 7, 1994
2nd Reading - November 21, 1994
3rd Reading - December 5, 1994

ATTEST:


CLERK OF COUNCIL


CHAIRMAN OF COUNCIL

POSTED: December 9, 1994

EFFECTIVE DATE: January 4, 1995