

ORDINANCE: 2024-15

AN ORDINANCE RATIFYING ORDINANCE 19-09 A RECORDS RETENTION PROGRAM FOR THE VILLAGE OF DEGRAFF, LOGAN COUNTY, OHIO

WHEREAS, the Council of the Village of DeGraff deems it necessary to update how records are store for a records retention program; and

NOW, THEREFORE, be it ordained by the Council of the Village of DeGraff, State of Ohio:

Section I: That the records retention program attached, Exhibit A, herein is hereby accepted by the Council of the Village of DeGraff.

Mayor

President Pro Tempore

I, Kassandra Staley, Fiscal Officer for the Village of DeGraff, Ohio do hereby certify that the foregoing is a true and correct copy of Ordinance 2024-10 passed by the Village of DeGraff Council on the _____ day of _____, 2024.

Fiscal Officer

1st Reading: _____
2nd Reading: _____
3rd Reading: _____

RECORDS RETENTION PROGRAM

THE VILLAGE OF DEGRAFF

1. Inventory

Prepare inventory in all currently held records found in each department. Categorize all records by department, by subject, and by year. Each box should be clearly labeled and an index prepared for each box. Each subject is to be referred to as a records series.

2. Appraisal

Each record series is to be assigned a retention period. This period is based on its administrative, legal, fiscal, and historical value to the Village or the State of Ohio. Our schedule of retention will be based on the recommendations made by the Ohio Historical Society. The categories available will be: Until no longer administratively necessary

One Year

Three Years

Five Years

Ten Years

Fifteen Years

Twenty-Five Years

Permanent

The length of retention will determine any additional mediums (i.e. cassette, CD) of storage of the records series

3. Adoption Retention Schedules

Municipal records may be disposed of only through the process mandated in section 149.39 of the Ohio Revised Code. The Records Commission must adopt a Schedule of Records Retention and Destruction (RC2). This schedule gives continuing authority to dispose of records when the scheduled retention period has expired. The RC-2 then must be submitted to the Ohio Historical Society for approval. They will in turn submit the schedule to the Ohio State Auditors for approval and return to the Village. The approved schedule will remain in effect until superseded by a revised version of the schedule in the future.

4. Disposal

Once a records retention schedule has been properly approved it should be followed and reviewed annually. Following an approved schedule is a good business practice that will prevent any accumulation of useless records that have outlived their value. Before the disposal of any Village records can occur, a Certificate of Records Disposal (RC-3) must be filed with Ohio Historical Society, which will send the RC-3 to the Auditor of State's Records Officer in Columbus. The RC-3 should be filed a minimum of fifteen (15) business days before the proposed disposal or destruction date. After approval has been received, a public notice should be placed in the Bellefontaine Examiner of the intended destruction of

public records. If someone is interested in seeing which records are being destroyed, they may come to the Village Office to review the listing. If they wish to see the actual records, they must see the Fiscal Officer for the specific record in question. Public response will be limited to five (5) business days. All records under the supervision of a member of the Records Commission. This will guarantee the actual destruction of the slated records.

5. Maintenance of Records of Long-Term Value

Maintenance of Records of Long-Term Value. Records with retention periods exceeding ten years are often viewed as being long-term. Providing appropriate storage facilities is essential for the preservation of long-term records. All records should be stored in a cool, dry, and secure storage area. Some of the Village's records will be stored in our off-site storage area. Originals of Council Minutes, Council Ordinances, and Planning & Zoning Minutes will be stored on-site in fireproof file cabinets on USB or Hard Drives.