

ORDINANCE NO. 50-2018

Amending Section 151.02 of the Codified Ordinances of the City of Worthington Concerning the Disposition of Records to be Consistent with Section 149.381 of the Ohio Revised Code.

WHEREAS, Section 149.381 of the Ohio Revised Code sets forth the process for the disposition of records pursuant to an approved schedule of record retention and disposition; and,

WHEREAS, the Ohio Historical Society has been renamed the Ohio History Connection; and,

WHEREAS, Section 151.02 of the Codified Ordinances needs to be amended to be consistent with the process set forth in Section 149.381 of the Ohio Revised Code and to correctly refer to the Ohio History Connection;

NOW, THEREFORE BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That Section 151.02 of the Codified Ordinances be and hereby is amended to read as follows:

151.02 RECORD COMMISSION

(a) There is hereby created a City Records Commission composed of the Chief Executive, or the Chief Executive's appointed representative, as Chairperson, and the Chief Fiscal Officer, the Chief Legal Officer, and a Citizen appointed by the Chief Executive. The commission shall also 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 commission shall be 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 schedules of record retention and disposition submitted by municipal offices. The commission may dispose of records pursuant to the procedure outlined in this section. The commission at any time may review any schedule it has previously approved and for good cause shown may revise that schedule.

(c) When the City Records Commission has approved any application for one-time disposal of obsolete records or any schedule of records and disposition, the commission shall send that application or schedule to the Ohio History Connection for its review. The Ohio History Connection shall review the application or schedule within a period of not more than sixty days after its receipt of it. Upon completion of its review, the Ohio History Connection shall forward the application for one-time disposal of obsolete records or the schedule of records retention and disposition to the auditor of the state for the auditor's approval or disapproval. The auditor shall approve or disapprove the application or schedule within a period of not more than sixty days after receipt of it.

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(d) Before public records are to be disposed of pursuant to an approved schedule of records retention and disposition, the records 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.

SECTION 2. That notice of passage of the Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio

Passed November 19, 2018

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

Introduced November 5, 2018
P.H. November 19, 2018
Effective December 12, 2018