

CITY OF BROADVIEW HEIGHTS

ORDINANCE NO. 88-42

INTRODUCED BY MAYOR AND ENTIRE COUNCIL

AN ORDINANCE ESTABLISHING A
MUNICIPAL RECORDS COMMISSION
IN THE CITY OF BROADVIEW HEIGHTS
AND DECLARING AN EMERGENCY

WHEREAS, the Council of the City of Broadview Heights has determined that it is in the best interests of the City to establish a municipal records commission in the City of Broadview Heights.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BROADVIEW HEIGHTS, COUNTY OF CUYAHOGA AND STATE OF OHIO:

SECTION 1.

(a) There is hereby created in the City of Broadview Heights, Ohio a records commission composed of the Mayor or his appointed representative, as chairman, the finance director, the law director, and a citizen appointed by the Mayor.

(b) 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 to serve under its direction.

(c) The commission shall meet at least once every six months, and upon call of the chairman.

(d) The functions of the commission shall be to provide rules for retention and disposal of records of the City and to review applications for one-time records disposal and schedules of records retention and disposition submitted by municipal offices. Records may be disposed of by the commission pursuant any procedure so adopted. The commission may at any time review any schedule it has previously approved, and for good cause shown may revise that schedule.

(e) When municipal records have been approved for disposal, a list of such records shall be sent to the auditor of state. If he disapproves of the action by the commission, in whole or in part, he shall so inform the commission within a period of sixty days and these records shall not be destroyed.

(f) Before public records are disposed of, the Ohio historical society shall be informed and given the opportunity for a period of sixty days to select for its custody such public records as it considers to be of continuing historical value.

SECTION 2. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, peace, safety and welfare for the reason stated in the Preamble hereof, and provided it receives the affirmative vote of five or more of the members of Council and signature of the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: April 4, 1988

Michael J. Cheselka
PRESIDENT OF COUNCIL

DATE FILE
WITH MAYOR: April 5, 1988

APPROVED: Leo H. Bender
LEO H. BENDER, MAYOR

ATTEST: Carol A. Macek
CLERK OF COUNCIL

DATE APPROVED: Apr. 5, 1988

The undersigned, Clerk of Council of Broadview Heights, Ohio, hereby certifies that 88-42 was duly posted on 4/8/88, and remained posted for a period of fifteen days thereafter in the Municipal Building, in the Recreation Building and in a prominent public location in each ward of the municipality as determined by Council.

Carol A. Macek
Clerk

Dated: 4/8/88