

**CITY OF HILLSBORO, OHIO
ORDINANCE NO. 2023-11**

**AN ORDINANCE AMENDING SECTIONS 32.100, 32.101, 32.102, AND 32.103 OF THE
CODIFIED ORDINANCES OF THE CITY OF HILLSBORO PERTAINING TO THE CITY'S
RECORDS COMMISSION**

WHEREAS, the City of Hillsboro desires to amend certain sections of the Codified Ordinances of the City of Hillsboro pertaining to the City's Records Commission to mirror the Ohio Revised Code; and

WHEREAS, Council, finds that an amendment to the Codified Ordinances of the City of Hillsboro to be in the best interest of the health, safety and welfare of the community for the benefit of the City and its inhabitants.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HILLSBORO, STATE OF OHIO, WITH A MAJORITY OF ALL COUNCIL MEMBERS CONCURRING THAT:

SECTION 1: That the Codified Ordinances of the City of Hillsboro shall be amended as follows:

RECORDS COMMISSION

§ 32.100 ESTABLISHMENT; MEMBERSHIP.

There is hereby created, pursuant to R.C. § 149.39, a 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 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 or records manager to serve under its direction. The commission shall meet at least once every six months and upon the call of the chairperson.

(1982 Code, § 32.60) (Ord. 1980-9, passed 3-3-1980)

§ 32.101 DUTIES.

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 records retention and disposition submitted by municipal offices. The commission may dispose of records pursuant to the procedure outlined in section 149.381 of the Revised Code. 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

(1982 Code, § 32.62) (Ord. 1980-9, passed 3-3-1980; Res. 87-13, passed 6-1-1987)

§ 32.102 DISPOSAL OF MUNICIPAL RECORDS.

When municipal records have been approved for disposal, they shall be disposed of in accordance with the mandates of the State Archives of Ohio, Local Government Records Program and the Ohio Revised Code.

(1982 Code, § 32.63) (Ord. 1980-9, passed 3-3-1980; Ord. 2021-13, passed 10-12-2021)

§ 32.103 REPEALED.

SECTION 2: That all language not specifically amended herein shall remain in full force and effect.

SECTION 3: That it is 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 actions were in

1st Reading 3/16/23
2nd Reading 4/13/23
3rd Reading 5/11/23
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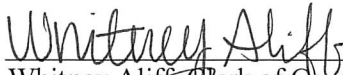
meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

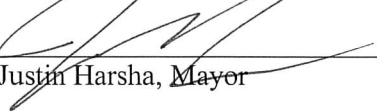
SECTION 4: This Ordinance shall take effect and be in full force upon passage by a majority of Council and approval by the Mayor.

Passed this 11th day of MAY, 2023.


~~Tom Eichinger, Council President~~
Greg Maurer

PRO TEM

Attest: 
Whitney Aliff, Clerk of Council

Approved: 
Justin Harsha, Mayor

Date: 5/12/2023

Prepared by the City Law Director.