

AYERSVILLE WATER & SEWER DISTRICT

RESOLUTION: 1707-01

**A RESOLUTION TO APPROVE THE ESTABLISHMENT OF A RECORDS
COMMISSION UNDER ORC 149.412**

WHEREAS, the Ayersville Water and Sewer District, Defiance County, Ohio (the "District") is a "public office" subject to the public access and retention requirements of ORC 149.43; and

WHEREAS, ORC Chapter 149 requires that every public office in Ohio designates a "records commission" to enact retention and access policies over public records; and

WHEREAS, the District is a "special taxing district" under ORC 149.412, which allows it to either form its own records commission or, if the special taxing district's boundaries are coextensive with the county, to designate the county's records commission as the special taxing district's supervising entity by mutual agreement; and

WHEREAS, the District wishes to exercise self-determination, to the extent allowed under Ohio law, upon its record retention and public access policies and practices; and

WHEREAS, the District's Board finds it necessary to establish its own records commission and designate members for the commission pursuant to the requirements of ORC 149.412.

NOW THEREFORE BE IT RESOLVED, By the Board of Trustees of the Ayersville Water and Sewer District:

1. That the Board hereby approves the establishment of the "Ayersville Water and Sewer District Records Commission" pursuant to ORC 149.412.
2. That the District's Records Commission shall meet no less than one time per calendar year in a publicly-noticed meeting in accordance with ORC 121.22. The Clerk (or the Clerk's designee) of the District's Board shall be responsible for posting notice of the meeting/s according to the same procedures adopted by the District's Board used to provide notice of its regular board meetings.
3. That the Board, pursuant to the requirements of ORC 149.412, designates the Chair of the District's Board of Trustees as a member and Chairperson of the Ayersville Water and Sewer District Records Commission.
4. That the Board, pursuant to the requirements of ORC 149.412, designates the following to comprise additional members of the Records Commission:

A. the District's Chief Financial Officer, or their designee, as the Fiscal Representative of the District's Records Commission;

B. the District's legal counsel as the Legal Representative of the District's Records Commission;

C. the District's Clerk of the Board as a member of the District's Records Commission;

D. the District's Secretary as a member of the District's Records Commission.

5. That the Board determines it necessary and appropriate for the District's Records Commission to prepare a record retention schedule and do any and all acts allowed by law necessary to ensure that the District continues to comply with the requirements of ORC 149 and other applicable law. This authority includes the ongoing authority to draft, amend, submit a records retention schedule to the Ohio History Connection Local Government Records Program and the Auditor of State's Office, and to administer that schedule according to its terms and Ohio law.

AND BE IT FURTHER RESOLVED, That this Ayersville Water and Sewer District Board of Trustees hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in open meetings of this Board, and that all deliberations of the Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22, Ohio Revised Code.

Trustees Voting Yes: John E, John M, Bob C, Janet B, Rhonda P, GREGG S


Trustees Voting No: _____

Passed this 20 day of July, 2017.



President of Board of Trustees

ATTEST:



Secretary