

AYERSVILLE WATER & SEWER DISTRICT

RESOLUTION: 1707-03

**A RESOLUTION TO SUBMIT AN AMENDED RECORDS RETENTION SCHEDULE FOR APPROVAL BY THE STATE ARCHIVES AND STATE AUDITOR**

**WHEREAS**, the Ayersville Water and Sewer District Records Commission (the "Records Commission") is a records commission organized according to ORC 149.412; and

**WHEREAS**, the Board of the Ayersville Water and Sewer District has formed and empowered the Records Commission to enact and amend retention and access policies over the District's public records; and

**WHEREAS**, the Records Commission has reviewed the existing District Records Retention Schedule ("Schedule") and proposes authorization of the submission of an amended records retention schedule ("Amended Schedule") to the Ohio Archives and Ohio Auditor.

**NOW THEREFORE BE IT RESOLVED**, By the Records Commission of the Ayersville Water and Sewer District:

1. The Records Commission authorizes the District manager, with the assistance and recommendation of the board of the Records Commission, to submit an Amended Schedule to the Ohio History Connection Local Government Records Program and the Auditor of State's Office for approval.
2. That the District's current retention and destruction schedule ("Schedule") will stay in place as-is until the Amended Schedule is approved by the state government entities listed above; at which point the Amended Schedule will supplant and supercede the existing Schedule.
3. That all formal actions relative to the passage of this Resolution were taken in open meetings of this Records Commission, and that all deliberations of the Records Commission 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.

Members Voting Yes: GREG S, Bob C, RONDA P, John M, John E, Janet B.

Members Voting No: \_\_\_\_\_

Passed this 20 day of July, 2017.

Gary Schiff  
President, Records Commission

ATTEST: Ronda Phillips  
Secretary