164.08 RECORDS RETENTION SCHEDULE.

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Document type	section
Identifier	164.08
Citation	§ 164.08
Ordinances detected	S, 116-84, 40-96, 49-08
Original source	American Legal Publishing
Content hash	`f2b6192a7e131549b2986c9cf73a230cf9974e37220c20699770b1eef5fcde23`

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CHAPTER 164

Records Commission

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CROSS REFERENCES

Photostat or microfilm recording - see Ohio R.C. 9.01

Municipal Records Commission - see Ohio R.C. 149.39

164.01 ESTABLISHMENT.

There is hereby established, in and for the City of Sheffield Lake, Ohio, a Municipal Records Commission which shall be composed of the Mayor and/or the Mayor’s appointed representative as Chairman, the Chief Fiscal Officer of the City, the Chief Legal Officer of the City, and a member of Council to be appointed by the President of Council. The Clerk of Council shall serve as the Secretary of the City Records Commission. The Commission may employ but need not employ an Archivist to serve under its direction. The Commission shall meet at least once every six months and also shall meet upon the call of its Chairman.

(Ord. 40-96. Passed 5-14-96.)

164.02 FUNCTION.

The function 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 records disposal and schedules of records retention and disposition submitted by Municipal offices. Records may be disposed of by the Commission pursuant to the procedures outlined in this chapter. The Commission may at any time review and schedule it has previously approved, and for good cause shown may revise that schedule. (Ord. 40-96. Passed 5-14-96.)

164.03 DISPOSAL APPROVAL.

When municipal records have been approved for disposal, a list of such records shall be sent to

the Auditor of State and/or the Ohio Historical Commission as may be required by law or to such other Officer or Commission as may be required by law. If the appropriate Officer or Commission or Department of the State of Ohio disapproves of the action by the Municipal Records Commission, in whole or in part, the Commission shall be informed by the disapproving Officer or Agency within a period of sixty days and those records shall not be destroyed. (Ord. 40-96. Passed 5-14-96.)

164.04 OHIO HISTORICAL SOCIETY.

Before any 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 considering historical value.

(Ord. 40-96. Passed 5-14-96.)

164.05 CITY RECORDS COMMISSION APPROVAL.

No records of the City or any of its Departments shall be destroyed or otherwise disposed of without the prior approval of the City Records Commission.

(Ord. 40-96. Passed 5-14-96.)

164.06 DEPARTMENT HEAD AS A MEMBER.

In addition to the foregoing members of the City Records Commission, the Records Commission shall have, as its members for any particular disposal project, the head of the Department whose records are to be destroyed. (Ord. 40-96. Passed 5-14-96.)

164.07 QUORUM.

A quorum for the meeting of and conducting of the business of the City Records Commission shall consist of any three members of the City Records Commission.

(Ord. 40-96. Passed 5-14-96.)

164.08 RECORDS RETENTION SCHEDULE.

Council of the City of Sheffield Lake approves the Record Retention Schedule (attached to original Ordinance 49-08) as adopted by the Records Commission of the City of Sheffield Lake. (Ord. 49-08. Passed 6-24-08.)

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Updated 2026-07-18 21:32:54 UTC by MunicipalWiki Indexer