

ORDINANCE NO. 2007-0-24

**AN ORDINANCE ADOPTING A PUBLIC RECORDS POLICY
PURSUANT TO R.C. §149.43 AND AMENDING THE VILLAGE OF
WAKEMAN EMPLOYEE HANDBOOK RELATIVE TO THE SAME.**

WHEREAS, the Council of the Village of Wakeman has been informed by its solicitor that R.C. §149.43 has been amended by Sub. H.B. 9 of the 126th General Assembly, effective September 29, 2007, to require all public offices to adopt a public records policy for responding to public records requests in compliance with the Public Records Law; and

WHEREAS, the Council of the Village of Wakeman has determined that it is in the best interest of the Village to adopt a public records policy pursuant to the recently amended Public Records Law; and

WHEREAS, the Council has previously adopted an Employee Handbook setting forth the employment procedures and policies of the Village of Wakeman, Ohio; and

WHEREAS, the Council has further determined that in order to comply with the Public Records Law, that it is also required to amend its Employee Handbook to include the public records policy adopted by the within Ordinance; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WAKEMAN, STATE OF OHIO:

SECTION 1. From the effective date of this Ordinance, pursuant to R.C. §149.43, the Council of the Village of Wakeman, Ohio hereby adopts a public records policy relative to responding to requests for public records. A copy of said policy is attached hereto and expressly incorporated by reference herein.

Furthermore, the Fiscal Officer is authorized and directed to distribute copies of the public records policy to each employee who is the records custodian or records manager of each department within the Village. Each employee who receives a copy of the public records policy shall be required to acknowledge receipt of the copy of the public records policy. In addition, the Mayor and/or Fiscal Officer shall be required to create a poster that describes its public records policy and post it in a conspicuous place in all offices of the Village. In the event the Village maintains an Internet web site, the policy must also be posted on the Village's website.

SECTION 2. The Council has further determined that it is necessary to amend the Employee Handbook of the Village of Wakeman, Ohio, to include the public records policy adopted herein. Each employee of the Village shall receive a copy of the within public records policy for insertion into his or her Employee Handbook.

SECTION 3. That, this Council hereby finds and determines that all formal actions relative to the adoption of this Ordinance were taken in an open meeting of this Council, and

that all deliberations of this Council 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 §121.22 of the Ohio Revised Code.

SECTION 4. That the within Ordinance shall be effective at the earliest date permitted by law.

Mayor

Attest:

Village Fiscal Officer

1st Reading: October 8, 2007

2nd Reading: November 12, 2007

3rd Reading December 10, 2007

Adopted: December 10, 2007