

SHEFFIELD TOWNSHIP

P.O Box 38

Kingsville, OH 44048

RESOLUTION #73-2017

Public Records Policy

A RESOLUTION ESTABLISHING THE PUBLIC RECORDS POLICY AND DESIGNATING A RECORDS CUSTODIAN FOR THE TOWNSHIP OF SHEFFIELD

WHEREAS: The Ohio General assembly has recently passed Substitute House Bill Number Nine, establishing new obligations on government entities and elected officials in regards to public records; and

WHEREAS: The Township is required to adopt a model policy, a copy of which is attached hereto, to distribute the same to the record custodian; and

WHEREAS: The Trustees of Sheffield Township desires to adhere to the state's Public Records Act in order to encourage openness for a better-informed citizenry and better government

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE TOWNSHIP OF SHEFFIELD, ASHTABULA COUNTY AND THE STATE OF OHIO

Section 1: That the Township of Sheffield Public Records Policy attached hereto, incorporated herein, and hereby is adopted.

Section 2: That the Township Fiscal Officer is hereby designated the records custodian for the Township of Sheffield and shall organize and maintain all public records to be available for inspection. In the event the Fiscal Officer is unavailable a Trustee designated at the annual organization meeting each year shall be responsible.

Passed on: 10-16-2017