

North Canton City Council  
Ordinance, Rules and Claims Committee

Ordinance No. 35 - 2017

An ordinance amending North Canton Ordinance No. 50 - 1977, specifically Sections 159.01, 159.02, and 159.03 to reflect the current Ohio Revised Code updates to the North Canton Record Retention Policy and Procedures.

WHEREAS, the City desires to update Ordinance No. 50 - 1977, specifically Sections 159.01, 159.02, and 159.03 of the North Canton Record Retention Policy and Procedures; and

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

Section 1. That North Canton Ordinance No. 50 - 1977 be, and hereby is amended to reflect the followings updates to the North Canton Record Retention Policy and Procedures:

159.01 COMMISSION CREATED; MEMBERS.

The North Canton Records and Archives Commission is hereby established to be composed of the Mayor, or the Mayor's appointed representative, as chairperson, the Finance Director, the President of Council, the Law Director and a citizen appointed by the Mayor, who shall be a member of the North Canton Heritage Society. The Commission shall appoint a secretary, who may or may not be a member of the Commission and who shall serve at the pleasure of the Commission. The Commission shall meet at least once every six months and upon the call of the chairperson.

159.02 DUTIES OF COMMISSION.

The duties of the Commission shall be to review and examine antique documents and records created or received by or coming under the jurisdiction or control of the City which serve to document the organization, history, functions, policies, decisions, procedures, operations or other activities of the City or its predecessors, to identify those documents and records which the Commission deems to be of continuing historical value, provide rules for retention and disposal of records of the municipal corporation, and to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by municipal offices. The Commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule under the procedure outlined in that section.

159.03 DISPOSITION OF RECORDS.

The Commission may dispose of records pursuant to the procedure outlined in Section 149.381 of the Revised Code.

Section 2. That Ordinance No. 50 - 1977, be, and the same is hereby amended.

Section 3. That if a provision of this ordinance is or becomes illegal, invalid or unenforceable, that it shall not affect the validity or enforceability of any other provision of this ordinance.

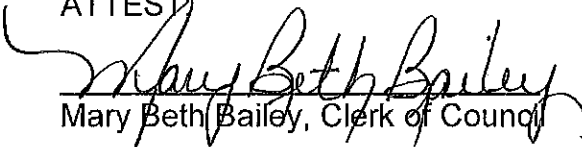
Section 4. That this ordinance shall take effect and be in full force immediately upon its adoption by Council and approval by the Mayor.

Passed in Council this 8<sup>th</sup> day of May, 2017

  
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David Held, Mayor

SIGNED: May 11, 2017

ATTEST

  
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Mary Beth Bailey, Clerk of Council