

Chapter 151 RECORDS COMMISSION; DISPOSITION OF RECORDS

151.01 State law applicable.

The city records commission, the city's departments, divisions, commissions, boards, ~~institutions, courts,~~ offices, ~~office employees, and agents and political subdivisions~~ will follow Ohio Revised Code, Sections 9.01, 149.011, 149.351, 149.39, 149.40, and 149.43 and any other specific sections of the Ohio Revised Code that pertain to records retention, records management and administration of the city's records management ~~program policies~~.

151.02 City records commission.

(A) There is hereby created a city records commission to be composed of the mayor, ~~chief executive officer,~~ city attorney, ~~chief legal officer,~~ city auditor, ~~chief fiscal officer,~~ city clerk, ~~secretary,~~ and a citizen appointed to a two (2) year term by the mayor. Each respective officer may be represented by a designee designate an assistant or deputy to represent them on the commission. The mayor, or designee, shall be chairperson of the commission and the city clerk, or designee, shall be secretary and shall keep a record of all proceedings of the commission. Three (3) members of the commission shall constitute a quorum for the transaction of business. The commission may employ an archivist or records ~~administrator~~ manager to serve under its direction. The commission shall meet at least once every six (6) months, given notice by the secretary, and upon call of the chairperson. The secretary shall, at least forty-eight (48) hours prior to such meeting, ~~post notices regarding time and place of the records commission meetings.~~

~~The functions of the commission shall be to provide rules for retention and disposal of records of the city and to review applications for one-time records disposal and schedules of records retention and disposition submitted by city offices. Records may be disposed of by the commission pursuant to the procedure outlined in this section. The commission may at any time review any schedule it has previously approved, and for good cause shown may revise that schedule.~~

~~When municipal records have been approved for disposal, a list of such records shall be sent to the auditor of the state. If the auditor of the state disapproves the action by the city records commission, in whole or in part, it shall so inform the commission within a period of sixty (60) days and these records shall not be destroyed. Before public records are otherwise disposed of, the Ohio Historical Society shall be informed and given the opportunity for a period of sixty (60) days to select for its custody or disposal such public records as it considers to be of continuing historical value.~~

(B) Before public records are to be disposed of pursuant to an approved schedule of records retention and disposition, the city records commission ~~When municipal records have been approved for disposal, a list of such records shall~~ inform the ~~be sent to the auditor of the state~~ Ohio history connection pursuant to section 149.43 of the Revised Code for only the records required by the schedule to be disposed of to ~~If the auditor of the state disapproves the action by the city records commission, in whole or in part, it shall so inform the commission within a period of sixty (60) days and these records shall not be destroyed. Before public records are otherwise disposed of, the Ohio Historical Society shall be informed and given~~ afford it the opportunity for a period of ~~sixty (60)~~ fifteen (15) business days to select for its custody or disposal such public records, from the certificate submitted, that ~~as it considers to be of continuing historical value.~~

151.03 Purpose and Functions.

The purpose of the city's records commission shall be to lead, oversee, and direct city office, department, board and commission activities related to records management and to apply efficient and

economical management methods to the creation, utilization, maintenance, retention, preservation, and disposition of city records. The functions of the city's records commission shall be to:

- A. Direct city office, department, board and commission implementation and compliance with the provisions of section 151.04 of this chapter.
- B. Establish and promulgate, in consultation with the ~~state~~ city archivist or records manager, if any, standards, procedures and techniques for the effective management of city records.
- C. Provide rules for retention and disposal of records of the city and to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by city offices and departments. Records may be disposed of by the commission pursuant to the procedure outlined in section 149.381 of the Revised Code. The commission may at any time review any schedule it has previously approved, and for good cause shown may revise that schedule.
- D. Review application for one-time records disposal and schedules of records retention and destruction submitted by city offices and departments, in accordance with Section 151.02 of the Columbus City Codes.
- E. Establish general schedules proposing the disposal, after the lapse of specified periods of time, of records of specified form or character common to several or all city offices and/or departments that either have accumulated or may accumulate in such offices or departments and that apparently will not, after a lapse of the period specified, have sufficient administrative, legal, fiscal, or other value to warrant their further preservation by the city.
- F. Establish a model public records policy in compliance with section 149.43 of the Revised Code and model poster which describes the public records policy.
- G. Establish and publish, in accordance with the applicable law, necessary procedures and rules for the retention and disposal of city records.
- H. Establish and maintain a records management training program, and provide a basic consulting service, for personnel involved in record-making and record-keeping functions of offices, departments, boards, and commissions.
- I. Provide for the disposition of any remaining records of any office, department, board, or commission, whether in the executive or legislative branch of city government, that has terminated its operations.
- J. Maintain a permanent and internal record of all records disposals throughout the City of Columbus.
- K. Maintain an active list of records officers for each city office, department, and board and commission.
- L. Make continuing surveys of record-keeping operations and promulgate improvements in current records management practices including the use of space, technology, equipment and supplies employed in creating, maintaining, storing, disposing, and servicing records.
- ~~E.~~ M. The city records commission will adopt the following forms in regard to the retention, disposition and disposal of city records:
 - 1. Application for One-Time Records Disposal (Form RC-1);
 - 2. Schedule of Records Retention and Disposition (Form RC-2);
 - 3. Schedule of Records Retention and Disposition Continuation Sheet (Form RC-2); and
 - 4. Certificate of Records Disposal (Form RC-3).

151.04 Duties of city offices, departments, boards and commissions.

The head of each city department, ~~division, agency,~~ office, ~~institution,~~ board, or commission shall:

- A. Within a reasonable amount of time, cause to be promptly ~~Promptly~~ prepared and ~~make~~ made available for inspection public records to any person at all reasonable times during ~~the~~ regular business hours, ~~of~~ Monday through Friday ~~from 8:00 a.m. to 5:00 p.m.,~~ excluding city holidays, ~~all public records.~~ Upon request, a person responsible for public records shall make copies available at cost, within a reasonable period of time. In order to facilitate broader access to public records, each department, office, board, or commission ~~governmental units~~ shall organize and maintain public records in such a manner that they can be made available for inspection or copying in accordance with this ~~division~~ chapter and section 149.43 of the Revised Code.
- B. Appoint a records ~~officer~~ manager. It is most effective if a single person in each department, office, board, or commission is responsible for all aspects of records retention and disposition within that department, office, board, or commission. Departments or offices may choose to designate additional records custodians for each division or section of the department or office. ~~The person designated may be the department head or an assistant.~~ Whoever is designated records manager should be familiar with all the responsibilities of the department, office, board, or commission and the records it creates and maintains.
- C. Cause to be made only such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the department, office, board, or commission and for the protection of the legal and financial rights of the city and persons directly affected by the city's activities.
- D. Adopt a public records policy in compliance with section 149.43 of the Revised Code and this chapter for responding to public records requests. Thereafter, the head of the department, division, office, board, or commission shall:
- (1) distribute the public records policy to the designated records manager and records custodians.
 - (2) require the records manager and records custodians to acknowledge receipt of the copy of the public records policy.
 - (3) create a poster that describes the public records policy and post the poster in a conspicuous place in the building which houses the department or office and in all locations where the department or office has branch offices.
 - (4) post the public records policy on the city's web site on the department, office, board or commission page.
 - (5) if the department, office, board or commission has established a manual or handbook of its general policies and procedures for all employees of that department, office, board or commission, the public records policy shall be included in the manual or handbook.
- ~~E.~~ Establish, maintain and direct an active continuing program for the effective management of the records of the ~~city agency~~ department, office, board, or commission in accordance with its adopted policy.
- ~~D.~~ Make continuing surveys of record keeping operations and recommend improvements in current records management practices including the use of space, equipment and supplies employed in creating, maintaining, storing, and servicing records.

-
- ~~E.F.~~ Submit to the city records commission, in accordance with ~~applicable standards and procedures~~ this chapter and section 149.39 of the Revised Code, schedules proposing the length of time each record series warrants retention for administrative, legal, or fiscal ~~or historical~~ purposes after it has been received or created by the department, office, board, or commission. ~~agency.~~ The head of each ~~city agency~~ department, office, board, or commission also shall submit to the city records commission applications for disposal of records in its custody that are not needed in the transaction of current business and are not otherwise scheduled for retention or destruction.
- F.G. Annually. ~~Within one (1) year after their date of creation or receipt,~~ review and schedule all applicable records for disposition or retention in the manner prescribed by the department, office, board or commission retention schedule and applicable law ~~and procedures.~~