

Fact Sheet: Proposed Changes to Chapters 151, 153, and 225 – Records Commission, IT Investment and Planning Committee, and Department of Technology

Department Requesting Code Change:
Department of Technology

Drafter:
Ihab Tadros
(614) 645-2873
iatadros@columbus.gov

Ordinance Number: 1659-2025

Columbus City Code Titles Being Amended/Created/Repealed:

- Chapter 151 – Records Commission; Disposition of Records
- Chapter 153 – Information Technology Investment and Planning Committee (ITIP)
- Chapter 225 – Department of Technology

Overall Purpose:

This combined code change package modernizes the City’s information management and technology governance framework. It strengthens the Records Commission (Chapter 151), formally establishes the Information Technology Investment and Planning Committee (Chapter 153), and updates the organizational structure and responsibilities of the Department of Technology (Chapter 225). Together, these changes support improved compliance, transparency, coordination, and strategic oversight of the City’s technology and records management functions.

Need for these Code Changes:

For Chapter 151 – Records Commission:

- Clarify the role and authority of the Records Commission.
- Align City practices with Ohio Revised Code (R.C. 149.43) and records management best practices.
- Address growing needs for oversight in both physical and digital records management.
- Formalize department-level responsibility for records compliance and retention.

For Chapter 153 – IT Investment and Planning Committee (ITIP):

- Create a formal IT investment and planning structure to guide citywide IT strategy and investments.
- Establish policies and standards for IT planning, procurement, cybersecurity, privacy, and interoperability.
- Provide strategic input on emerging technologies and service modernization efforts.
- Address risk management, workforce development, and cross-departmental coordination.
- Create dedicated ITIP subcommittees focused on Cybersecurity, AI, Data Governance, Service Modernization, Records Management, Risk Management, and Workforce Development.
- ITIP Composition & Structure (Chapter 153):
 - Chair: Chief Information Officer (CIO)
 - Members: Mayor, Auditor, City Attorney, Council President and key department directors (or designees)
 - Flexibility: Membership can expand as needed
 - Meeting Frequency: At least quarterly (quorum = six members)
 - Staff Support: Provided by a dedicated team within the Department of Technology

For Chapter 225 – Department of Technology:

- Update the leadership title from Chief Technology Officer (CTO) to Chief Information Officer (CIO).
- Expand DOT's authority to establish citywide IT policies, standards, and procedures.
- Strengthen governance over IT acquisitions, security, budgeting, and shared services.
- Consolidate internal divisions by eliminating the Information Services Division and creating a single unified division within DOT.

Impact of Not Adopting these Code Changes:

- Ongoing compliance risks related to public records law (Chapter 151).
- Continued inconsistencies and inefficiencies in citywide records management (Chapter 151).
- Lack of a formal, centralized IT governance structure, leading to fragmented IT decision-making and policy gaps (Chapter 153).
- Reduced ability to align IT investments with city priorities and modernize public services (Chapter 153).
- Outdated leadership titles and organizational structures within the Department of Technology (Chapter 225).
- Limited authority for DOT to set uniform IT policies and manage shared IT resources (Chapter 225).

- Overall inefficiencies, lack of coordination, and higher operational risks across city departments.
-

Budget Implications:

There are no immediate capital or operating budget impacts from these code changes. All changes clarify roles, responsibilities, and governance authority. Long-term, the updates are expected to drive operational efficiencies, improve risk management, and promote more strategic use of City resources.

Community Engagement Process:

These code changes affect internal city governance, operations, and compliance functions. The Department of Technology consulted with internal stakeholders, including the **Mayor's Office**, **City Attorney**, and **City Council staff**. Broader community engagement was not required given the administrative and compliance-focused nature of the updates.

Effective Date:

The code changes will take effect upon passage of the ordinance.

151 change Language

Fact Sheet: Proposed Changes to Chapter 151 – Records Commission; Disposition of Records

Department Requesting Code Change:
Department of Technology

Drafter:
Ihab Tadros

(614) 645-2873
iatadros@columbus.gov

Ordinance Number:

(To be assigned)

Columbus City Code Title Being Amended/Created/Repealed:

Chapter 151 – Records Commission; Disposition of Records

Overall Purpose:

The proposed code change strengthens and modernizes the City’s Records Commission structure and its responsibilities for managing public records. Key improvements include simplifying Commission membership, expanding duties, and establishing department-level requirements to ensure citywide legal compliance, efficiency, and transparency in records management.

Need for this Code Change:

The update is needed to:

- Clarify the role and authority of the Records Commission.
 - Align the City’s practices with Ohio Revised Code (R.C. 149.43) and records management best practices.
 - Address the growing need for oversight in both physical and digital records management.
 - Formalize department-level responsibility for records compliance and retention.
-

Impact of Not Adopting this Code Change:

Without this change:

- The City may face ongoing compliance risks related to public records law.
 - Inconsistencies and inefficiencies in records retention and disposal would continue across departments.
 - Departments may lack clear guidance, accountability, and standardized procedures for records management.
-

Budget Implications:

There are no immediate capital or operating budget impacts. However, the change is expected to drive long-term operational efficiencies and potentially reduce storage and retrieval costs by improving records management practices.

Community Engagement Process:

This code change primarily affects internal city operations. The Department of Technology consulted with the Mayor's Office and the City Attorney and internal records stakeholders to develop the proposed changes. Broader community engagement was not required given the administrative and compliance-focused nature of the update.

Effective Date:

The code change will take effect upon passage of the ordinance.

153 Change Language

Fact Sheet: Proposed Changes to Chapter 153 – Information Technology Investment and Planning Committee (ITGC)

Department Requesting Code Change:
Department of Technology

Drafter:
Ihab Tadros
(614) 645-2873
iatadros@columbus.gov

Ordinance Number:
(To be assigned)

Columbus City Code Title Being Amended/Created/Repealed:
Chapter 153 – Information Technology Investment and Planning Committee (ITGC)

Overall Purpose:

This code change establishes the Information Technology Investment and Planning Committee (ITIP) to provide structured, citywide oversight and strategic leadership for IT planning, investment, and operations. The ITIP will ensure technology decisions align with city priorities and deliver value to residents through improved governance, accountability, and coordination.

Need for this Code Change:

The City needs a formal IT investment and planning structure to:

- Oversee and guide citywide IT strategy and investments.
 - Establish policies and standards for IT planning, procurement, cybersecurity, privacy, and interoperability.
 - Provide strategic input on emerging technologies and public service modernization efforts.
 - Address risk management, workforce development, and cross-departmental IT coordination.
 - Create dedicated subcommittees to focus on key IT domains.
-

ITIP Composition & Structure:

- **Chaired by:** Chief Information Officer (CIO)
 - **Members:** Mayor, Auditor, City Attorney, Council President, and key department directors (or their designees).
 - **Flexibility:** Membership can expand as needed.
 - **Meeting Frequency:** At least quarterly; quorum is six members.
 - **Staff Support:** Provided by a dedicated team within the Department of Technology.
-

ITIP Duties & Responsibilities:

- Advise on citywide IT strategy, investment, operations, and technology use.
 - Recommend citywide IT policies, standards, and procedures.
 - Provide governance over IT planning, procurement, budgeting, cybersecurity, privacy, interoperability, and adoption of standard technologies.
 - Investigate emerging technologies and advise on their adoption.
 - Support modernization and public service improvement initiatives.
-

Subcommittee Focus Areas:

- Cybersecurity, Artificial Intelligence (AI), Data Governance
 - Service Modernization, Records Management
 - Risk Management, Workforce Development
-

Benefits of Adopting this Code Change:

- Improved oversight of citywide IT investments and operations.
 - Better alignment with city priorities through strategic governance.
 - Increased standardization and interoperability across departments.
 - Enhanced cybersecurity and data privacy posture.
 - More efficient resource use through shared services and coordinated planning.
 - Future-ready infrastructure guided by ITGC leadership on emerging technologies.
-

Impact of Not Adopting this Code Change:

Without this change:

- The City will lack a formal, centralized IT governance structure.
 - Risks of fragmented IT decision-making, policy gaps, and inefficient investments will persist.
 - Opportunities for cross-departmental coordination and modernization will remain limited.
-

Budget Implications:

There are no immediate capital or operating budget impacts. The Department of Technology will support the ITIP's work using existing staff and resources. Over time, the ITIP is expected to drive more strategic and efficient use of IT resources citywide.

Community Engagement Process:

The proposed change is administrative and governance-focused. This code change affects internal city operations. The Department of Technology consulted with the Mayor's Office and City Attorney to develop the proposed changes. Broader community engagement was not required given the administrative and compliance-focused nature of the update.

225 Change Language

Fact Sheet: Proposed Changes to Chapter 225 – Department of Technology

Department Requesting Code Change:

Department of Technology

Drafter:

Ihab Tadros

(614) 645-2873

iatadros@columbus.gov

Ordinance Number:

(To be assigned)

Columbus City Code Title Being Amended/Created/Repealed:

Chapter 225 – Department of Technology

Overall Purpose:

This code change updates and modernizes the governance structure, leadership title, scope of responsibilities, and internal divisions within the Department of Technology. It reflects the department's expanded role in IT policy, coordination, and service delivery across the City of Columbus.

Need for this Code Change:

The changes are needed to:

- Update the department leadership title from **Chief Technology Officer (CTO)** to **Chief Information Officer (CIO)**.
 - Expand the department's authority to establish citywide IT **policies, standards, and procedures**.
 - Strengthen governance over **IT acquisitions, security, budgeting, and shared services**.
 - Consolidate divisions by **eliminating the Information Services Division** and creating a **single unified division** within DOT.
-

Impact of Not Adopting this Code Change:

Failure to adopt this change would:

- Leave outdated references to leadership titles and organizational structures in city code.
 - Limit the Department of Technology's ability to set uniform IT policies and standards across the city.
 - Restrict the department's ability to manage shared IT resources and services effectively.
 - Create confusion and inefficiencies regarding IT governance and operations citywide.
-

Budget Implications:

There are **no immediate capital or operating budget impacts**. The change clarifies and strengthens administrative authority and organizational structure without requiring new funding.

Community Engagement Process:

This change affects internal city governance and operations. The Department of Technology consulted with the Mayor's Office and City Attorney to develop the proposed changes. External community engagement was not required.

Effective Date:

The code change will take effect upon passage of the ordinance.