

ORDINANCE 2019-08
VILLAGE OF NEW RICHMOND, OHIO

Council for the Village of New Richmond, Ohio met in regular session this 13 day of August, 2019 with the following members present:

Richard Feldkamp, *yes* Mary Allen, *yes* Paul Vanderbosch, *yes*
 Melanie Slade *yes* Rebecca Ploucha *yes* Gary Skeene *yes*

Councilperson Skeene moved for adoption of the following:

**ORDINANCE AMENDING AND ADDING SCHEDULE NUMBERS TO
 THE NEW RICHMOND RECORDS RETENTION MANUAL**

WHEREAS, the Council of the Village of New Richmond, Ohio, established the *Village of New Richmond Records Retention Manual* via Ordinance No. 2018-09 for the consistent management and retention of Village public records; and

WHEREAS, the Village Council believes it is in the best interest of the citizens and administration of the Village and its operations to amend and supplement the below-referenced portions of the *Village of New Richmond Records Retention Manual* upon the recommendation of the New Richmond Records Retention Commission.

NOW, THEREFORE, BE IT ORDAINED, that the Council of the Village of New Richmond, Ohio, with 6 of its members concurring:

1. Amends the following portions of the *Village of New Richmond Records Retention Manual* in the following manner (amendments set forth in red italicized font):.

ADMIN-33	<i>Drafts/notes of Meeting Minutes, Ordinances, Resolutions, etc.</i>	<i>Until hard copy of minutes is approved</i>	<i>Paper</i>	<input type="checkbox"/>
FEMS-21	<i>Patient Insurance Claim file</i>	<i>10 years after final settlement</i>	<i>Paper and/or electronic</i>	<input type="checkbox"/>
PD-12	<i>Office Log Sheets & Reports</i>	<i>3 years</i>	<i>Paper</i>	<input type="checkbox"/>

2. Supplements the *Village of New Richmond Records Retention Manual* in the following manner with the following portions and schedule numbers:

F-44	Bids - successful	15 years after completion of project	Paper	<input type="checkbox"/>
F-45	Bids - rejected	2 years after the awarding of the bid	Paper	<input type="checkbox"/>

PD-27	Offense Reports - misdemeanors and felonies except homicides	6 years, providing no action pending	Paper	<input type="checkbox"/>
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3. That Council finds and determines that all formal actions relative to the passage of this ordinance were taken in an open meeting and that all deliberations of Council which resulted in the passage of this Ordinance were taken in meetings open to the public, in full compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Councilperson Feldkamp seconded the motion to adopt the foregoing Ordinance and upon roll call the vote was as follows:

Richard Feldkamp	<u>yes</u>
Mary Allen	<u>yes</u>
Paul Vanderbosch	<u>yes</u>
Melanie Slade	<u>yes</u>
Rebecca Ploucha	<u>yes</u>
Gary Skeene	<u>yes</u>

First Reading	<u>07-09-2019</u>
Second Reading	<u>07-23-2019</u>
Third Reading	<u>08-13-2019</u>

Adopted: 08-13-2019
Date

ATTEST:

Theresa Leigh
CLERK OF COUNCIL, Theresa Leigh

Ramona Carr
MAYOR, Ramona Carr

Approved as to form:

Scott Sollmann
SOLICITOR, Scott Sollmann