

**CITY OF SOUTH LEBANON, OHIO
ORDINANCE 2024-01**

**AN ORDINANCE RESCINDING ORDINANCE 2004-07 AND DIRECTING
THE RECORDS COMMISSION OF THE CITY OF SOUTH LEBANON,
OHIO TO DEVELOP AND UPDATE ALL NECESSARY RECORDS
RETENION SCHEDULES FOR PUBLIC RECORDS.**

WHEREAS, the City of South Lebanon, Ohio (“the City”) currently has an Ordinance (Ordinance 2004-07) in effect that established a recommended records retention schedule for public records maintained by the City; and

WHEREAS, the City Records Commission recently convened for a public meeting and determined that the recommended records retention schedule is outdated and no longer applicable to public records maintained by the City; and

WHEREAS, the City Records Commission is recommending to Council for the City of South Lebanon, Ohio (“City Council”) that Ordinance 2004.07 be rescinded and that it be given the authority to develop and implement updated records retention policies for all public records maintained by the City; and

WHEREAS, City Council desires to update the City’s records retention schedule so that all public records are maintained by the City in compliance with all applicable laws and regulations.

Be it **ORDAINED** by a majority of the Council of the City of South Lebanon, Ohio as follows:

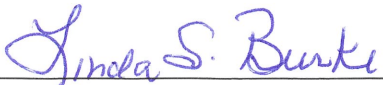
Section 1. Ordinance 2004-07 shall be and is hereby rescinded in its entirety.

Section 2. The City Records Commission shall have the authority to develop and update all necessary records retention schedules for all public records maintained by the City as contemplated by Section 149.39 of the Ohio Revised Code and all other applicable laws.

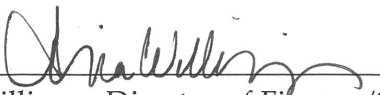
Section 3. All formal actions of City Council regarding this Ordinance were adopted in an open meeting of City Council in compliance with all legal requirements, including, but not limited to, Section 121.22 of the Ohio Revised Code.

Section 4. The recitals contained in the Whereas clauses set forth above are incorporated by reference herein.

Passed this 18 day of January, 2024.



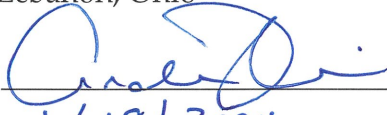
Linda S. Burke, Mayor

Attest: 
Petrina D. Williams, Director of Finance/Clerk

Rules Suspended:	_____ (if applicable)
First Reading:	<u>1/4/24</u>
Second Reading:	<u>1/18/24</u>
Vote:	<u>5</u> Yeas <u>-</u> Nays
Effective Date:	<u>2/18/24</u>

Prepared by and approved as to form:

Andrew P. Meier
Law Director
South Lebanon, Ohio

By: 
Date: 1/18/2024