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Resolution No. 2146 *Passed* October 3, 2017

VILLAGE OF GLANDORF

PUTNAM COUNTY, OHIO

RESOLUTION NO 2146

A RESOLUTION TO ADOPT THE VILLAGE OF GLANDORF PUBLIC RECORDS POLICY AND TO AUTHORIZE ITS INCLUSION INTO THE VILLAGE'S PERSONNEL POLICES AND PROCUDURES MANUAL PURSUANT TO THE REQUIREMENTS OF 2007 HOUSE BILL 9

WHEREAS, the State of Ohio has passed House Bill 9 which requires Village's to adopt a policy for responding to public records requests that is in compliance with that Bill; and

WHEREAS, Village staff has prepared a public record release policy in compliance with House Bill 9; and

WHEREAS, House Bill 9 requires that the Village distribute the public records release policy to the employees of the Village who are records custodians or records managers or otherwise have custody of the records of the Village and to include the public records release policy in the Village's Employee Manual;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE VILLAGE OF GLANDORF, PUTNAM COUNTY, OHIO THAT:

Section 1. The public records release policy ("Policy") which is attached hereto as Exhibit A and made a part of this resolution, is hereby adopted.

Section 2. The Mayor is authorized to create and use forms, manuals, instructions, guides and other documentation required by law or as otherwise deemed necessary and appropriate for the proper implementation of the Policy.

Section 3. The Mayor is further authorized to distribute the Policy to employees as required by law and to cause the Policy to be included in the Village's Personnel Policies and Procedures Manual.

Section 4. This Resolution shall take full force and effect from and after the earliest period allowed by law.

Passed this 3rd. day of October, 2017

APPROVED

Gene Warnecke

Gene Warnecke , Mayor

ATTEST

Marilyn Ellebrock

Marilyn Ellebrock, Clerk of Council