

RESOLUTION NO. 2008-4

A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY PURSUANT TO R.C. '149.43 AND AMENDING THE BOARD OF TRUSTEES OF BALLVILLE TOWNSHIP EMPLOYEE HANDBOOK RELATIVE TO THE SAME.

WHEREAS, the Board of Trustees of Ballville Township, Sandusky County, Ohio has been informed by its solicitor that *R.C. ' 149.43* has been amended by Sub. H.B. 9 of the 126th General Assembly, effective September 29, 2007, to require all public offices to adopt a public records policy for responding to public records requests in compliance with the Public Records Law; and

WHEREAS, the Board of Trustees of Ballville Township has determined that it is in the best interest of the Township to adopt a public records policy pursuant to the recently amended Public Records Law; and

WHEREAS, the Board of Trustees has previously adopted an Employee Handbook setting forth the employment procedures and policies of Ballville Township, Ohio; and

WHEREAS, the Board of Trustees has further determined that in order to comply with the Public Records Law, that it is also required to amend its Employee Handbook to include the public records policy adopted by the within Resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BALLVILLE TOWNSHIP, STATE OF OHIO:

SECTION 1. From the effective date of this Resolution, pursuant to *R.C. ' 149.43*, the Board of Trustees of Ballville Township, Ohio hereby adopts a public records policy relative to responding to requests for public records. A copy of said policy is attached hereto and expressly incorporated by reference herein.

Furthermore, the Fiscal Officer is authorized and directed to distribute copies of the public records policy to each employee who is the records custodian or records manager of each department within the Township. Each employee who receives a copy of the public records policy shall be required to acknowledge receipt of the copy of the public records policy. In addition, the Fiscal Officer shall be required to create a poster that describes the Township=s public records policy and post it in a conspicuous place in all offices of the Township. In the event the Township maintains an Internet web site, the policy must also be posted on the Township=s website.

SECTION 2. The Board of Trustees has further determined that it is necessary to amend the Employee Handbook of the Board of Trustees of Ballville Township, Ohio, to include the public records policy adopted herein. Each employee of the Township shall receive a copy of the within public records policy for insertion into his or her Employee Handbook.

SECTION 3. That this Board of Trustees hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including ' 121.22 of the Ohio Revised Code.

SECTION 4. That the within Resolution shall be effective at the earliest date permitted by law.

Trustee

Trustee

Trustee

Attest:

Township Fiscal Officer

Adopted: January 2, 2008