



City Records Commission

Chapter 159 - Records Commission

159.01 CREATED; FUNCTIONS

A. A City Records Commission is hereby created. The Commission shall be composed of five members, consisting of the Clerk of Oberlin City Council as Chair, the Law Director, the Finance Director, the City Manager or his or her designee, and one resident of the City appointed by City Council. The term of the member of the Records Commission appointed by City Council shall be five years. The Commission shall appoint a Secretary, who may or may not be a member of the Commission, and who shall serve in that position at the pleasure of the Commission. The Commission shall meet at least once every six months, and upon call of the Chair.

B. The functions of the Records Commission shall be to provide rules for retention and disposal of records of the Municipal Corporation and to review applications for one-time disposal and schedules of records retention and disposition submitted by Municipal offices. Records may be disposed of by the Commission pursuant to the procedures set forth in Ohio R.C. 149.39.

(Ord. 94-93AC. Passed 12-5-94.)