



Resolution No.

Passed 19

RESOLUTION NO. 2007-07

A RESOLUTION MEMORIALIZING THE OPEN RECORDS AND OPEN MEETINGS ACT MISSION STATEMENT AND STATEMENT OF PRINCIPLES AND FURTHER ADOPTING A VILLAGE PUBLIC RECORDS POLICY

WHEREAS, House Bill 9 (HB9) was enacted amending Section 149.43 of the Ohio Revised Code, Open Records Act, effective September 29, 2007; and

WHEREAS, HB9 places new statutory requirements on public offices regarding the availability of public records for inspection and copying; and

WHEREAS, a Public Records Policy is necessary to comply with the changes to the Ohio Revised Code; and

WHEREAS, in order to further accomplish the mission of fully, complying with both the letter and spirit of the Open Records and Open Meetings Acts, the Village of Greenwich wishes to adopt a Mission Statement and Statement of Principles.

THEREFORE, BE IT RESOLVED by the council of the Village of Greenwich, Huron County, Ohio, to wit:

Section 1. The village of Greenwich hereby adopts the following open Records Mission Statement:

Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is our mission and intent to at all times fully comply with and abide by both the spirit and the letter of Ohio's Open Records Act and Open Meetings Act.

Section 2: The Village of Greenwich hereby adopts the following statement of Principles:

The Village of Greenwich, Ohio has enacted a formal Resolution memorializing the Mission Statement and this Statement of Principles whereby the Village:

Will ensure that all personnel become and remain fully trained in and aware of the provisions of the acts;

Will adopt policies that encourage employees to immediately report incidents of non-compliance with the acts that they may observe;

Will do nothing that abridges the public's right to obtain information about their government or that inhibits or discourages citizens from doing so;

Will do everything possible to aid those who are seeking information, including but not limited to, fully explaining the scope and operation of the acts and assisting citizens in the formulation of requests;

Will construe the provisions of the acts in a manner that favors compliance with requests for information;



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Will seek guidance from the Village Solicitor and/or the Ohio Attorney General whenever a question arises about the application of the acts or about the appropriateness of a request for information;

Will clearly and concisely state the reason or reasons why a request for information has been denied.

Section 3: That the Village of Greenwich hereby adopts the Public Records Policy attached hereto and incorporated herein by Reference.

Section 4: That the Fiscal Officer is hereby designated the Public Records Manager

Section 5: That the Fiscal Officer/Records Manager is hereby directed to deliver a copy of the approved Public Records Policy to all Village of Greenwich Department Heads and Records Custodians.

Section 6: That each Department Head and Records Custodian shall acknowledge receipt of the copy of the Public Records Policy in writing on a form provided Records Manager and prepared by the Solicitor.

Section 7: That the Records Manager, Department Heads and Records Custodians shall assure that a poster, prepared by the Solicitor and that describes the village Public Records Policy shall be posted in a conspicuous place in the public office and all locations where the village has branch records offices.

WHEREFORE, this Resolution will be in full force and effect from and after the earliest period allowed by law.

Adopted this 18 day of December, 2007

Attest:

Betty Inmon
Fiscal Officer Betty Inmon

Gary W. Sprague
Mayor Gary W. Sprague