

ORDINANCE NO. 2009-13

**AN ORDINANCE ESTABLISHING THE POSITION OF RECORDS RETENTION CLERK
AND DECLARING AN EMERGENCY.**

WHEREAS, in compliance with Ohio law, the Village of Hiram has established a Hiram Village Records Manual which calls out records retention periods; and

WHEREAS, prior to the establishment of the Hiram Village records retention manual, various documents within the Village had been retained for an extended period of time, the earliest records are from 1906; and

WHEREAS, the volume of documents which are now being housed by the Village of Hiram are so substantial that volunteers have been unable to address the compilation and analysis of records necessary to comply with the retention periods set forth in the Village of Hiram Records Manual; and

WHEREAS, the Council of the Village of Hiram recognizes the importance of following the Ohio Revised Code and the retention periods set forth in the Hiram Village Records Manual; and

WHEREAS, at the Village Council meeting held on the 12th day of May, 2009, the Council passed a Motion establishing the position of Records Retention Clerk, a temporary part-time position, which employment is to be no more than twenty (20) hours per week, ending December 31, 2009; and

WHEREAS, the Council now desires to enact this legislation to carry forth the intention of the Council as set forth in the Motion passed on May 12th, 2009.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF HIRAM, TWO THIRDS OR MORE OF THE MEMBERS THERETO CONCURRING THAT:

SECTION 1: The temporary part-time position of Records Retention Clerk is hereby established, for a term commencing with the passage of this Ordinance and terminating on December 31, 2009, with the duties to be generally those necessary to bring the Village into full compliance with the Ohio Revised Code records retention requirements, and in accord with the retention periods established by the Hiram Village Records Manual.

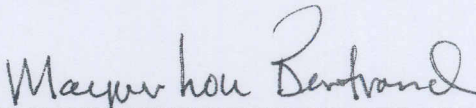
SECTION 2: The rate of pay for the Records Retention Clerk temporary part-time position shall be that established by the Council and in conformity with the appropriations of the Council of the Village of Hiram.

SECTION 3: The Council hereby ratifies all actions taken by the administration and members of the Council which have previously taken place to establish the position of Records Retention Clerk, including advertising for the position of a temporary part-time Records Retention Clerk and the recommendations to the Mayor with respect to the selection of a temporary part-time Records Retention Clerk.

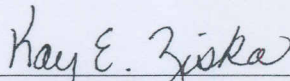
SECTION 4: It is found that all formal action of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of the State of Ohio.

SECTION 5: This ordinance is declared to be an emergency measure for the reason that it is essential to hire a temporary part-time Records Retention Clerk as soon as possible, as there is substantial unemployment in the State of Ohio, and the Council desires to provide employment while making progress toward achieving record retention in compliance with the Hiram Records Retention Manual.

PASSED IN COUNCIL June 9, 2009 as an emergency.

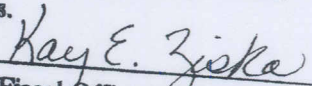

Mayor Louis R. Bertrand

ATTEST:


Fiscal Officer

Approved as to form:


Solicitor

I Kay E. Ziska, Fiscal Officer of the Village of Hiram, Ohio, hereby certify that the foregoing Resolution or Ordinance No. 200913 has been duly posted in the required 5 places.
Date 6-15-09 
Fiscal Officer, Village of Hiram