

**RESOLUTION NO. 2025-10-003**

**A RESOLUTION REVISING THE VILLAGE OF WAYNE LAKES PUBLIC RECORDS POLICY, ORIGINALLY ESTABLISHED BY RESOLUTION 2019-10-14-1.** This resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village, and shall take effect immediately upon its passage.

WHEREAS, the Village of Wayne Lakes adopted Resolution 2019-10-14-1 to establish a Public Records Policy in accordance with the Ohio Revised Code and the Ohio Public Records Act; and

WHEREAS, the Village recognizes the importance of maintaining a transparent, accessible, and legally compliant records management system that reflects current operational practices and technological capabilities; and

WHEREAS, updates to the Public Records Policy are necessary to clarify procedures for records requests, designate custodians, incorporate digital access protocols, and ensure alignment with current statutory requirements and best practices;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Wayne Lakes, State of Ohio:

**SECTION 1.** The Public Records Policy originally adopted by Resolution 2019-10-14-1 is hereby revised in its entirety. The revised policy shall be titled "Village of Wayne Lakes Public Records Policy – 2025 Revision."

**SECTION 2.** The revised policy shall include, but not be limited to:

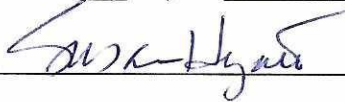
- Clear designation of the Village Fiscal Officer as the primary Public Records Custodian.
- Procedures for submitting, processing, and fulfilling public records requests, including timelines and formats.
- Guidelines for electronic records access, including email, SharePoint, and scanned documents.
- Fee schedules for copies and reproduction, consistent with ORC 149.43.
- Staff responsibilities for records retention and disposition, in accordance with the Village's approved RC-2 schedule.
- Posting requirements for public awareness, including signage at the Village Office and inclusion in council packets.

**SECTION 3.** The Fiscal Officer is authorized to distribute the revised policy to all staff, elected officials, and the public, and to ensure its availability on the Village's official platforms.

**SECTION 4.** This resolution supersedes Resolution 2019-10-14-1 and any conflicting provisions therein.

PASSED BY COUNCIL this 7 day of October, 2025.

President of Council



ATTEST:

Fiscal Officer



APPROVED:

Mayor

