

West Chester Development Council
Meeting of the Board of Directors
July 22, 2026

**MOTION TO ADOPT A WEST CHESTER DEVELOPMENT COUNCIL
PUBLIC RECORDS POLICY**

Purpose:

West Chester Development Council, hereafter referred to as the Council, acknowledges that it maintains records that are used in the administration and operation of the Council. Because the Council acts on behalf of West Chester Township as a designated agent, records created and/or maintained by the Council are treated as records of the Township and are, therefore, subject to Ohio public records law.

Motion to Pass:

The West Chester Development Council hereby officially adopts the West Chester Development Council Public Records Policy (the "Policy") (see attached).

West Chester Township staff assigned to service the Council shall hereby be responsible for maintaining Council records in accordance with the Policy.

West Chester Township staff maintaining Council records shall attend public records training as determined by the Council and required by the state.

The Council shall designate a Public Records Custodian and require the Custodian to acknowledge receipt of a copy of the Policy.

Motion to adopt by:

Second motion to adopt by:

ANN Becker
LEE Wong

Motion Approved: Go.

Maet Bohm, Secretary, 7-22-2026