

West Chester Development Council
Meeting of the Board of Directors
October 30, 2024

**MOTION TO PASS A POLICY REGARDING WEST CHESTER DEVELOPMENT
COUNCIL RECORDS RETENTION POLICY AS SUGGESTED BY THE OHIO AUDITOR
OF STATE**

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. In accordance with state law and the West Chester Township Records Commission, the Township has adopted Schedules of Records Retention and Disposition that identify these records which the Council shall adhere.

Scope:

Each department that maintains records has a designated employees who serve as the custodian of all records maintained by the department. The period of time for which the Township stores or maintains records was determined by assessing the administrative, legal, fiscal, and/or historical value of the records to the Township.

Motion to Pass:

The West Chester Development Council hereby officially adopts a public records policy that shall from this date forth be included in the Public Records Policy of West Chester Township, Butler County, Ohio which was most recently passed on April 19, 2017 and any future amendments that shall be adopted to same.

West Chester Township staff assigned to service the West Chester Development Council shall hereby be responsible for maintaining West Chester Development Council records in accordance to West Chester Township formal public records retention policy (see attached Records Retention Schedule, Page 2).

West Chester Township staff will attend records retention training obligations as required by the state. West Chester Township personnel staffed to the West Chester Development Council will review formal records retention policies on an annual basis and refer any pertinent information to the board of directors at a Council board meeting.

The West Chester Development Council Board of Directors hereby adopts this official records retention policy.

Motion to adopt by: Trustee Mark Welch .
Second motion to adopt by: Trustee Lee Wong .

Motion Approved: Yes, 10/30/2024