

**RESOLUTION NO. 2022 - 4**

**A RESOLUTION DESIGNATING RECORDS MANAGERS AND TRAINING  
DESIGNEES FOR PUBLIC OFFICIALS IN THE VILLAGE OF GOLF MANOR**

**WHEREAS**, under RC § 109.43, public officials are either required to obtain training in the policies and procedures for appropriate public records management or to designate persons (*Designee* under RC § 109.43) who will receive such training and oversee the management of the public records policy during their term; and

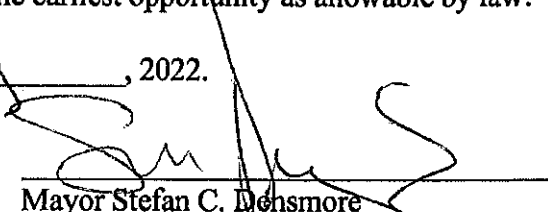
**WHEREAS**, Council does desire to designate the appropriate offices within the Village who shall have responsibility for receiving and directing training within the Village, developing the appropriate public policy for adoption by Council, and overseeing records management.

**NOW THEREFORE, BE IT RESOLVED** by the Council of the Village of Golf Manor, Hamilton County, Ohio, that:

**SECTION I.** The Assistant Village Clerk, currently Paula Burgin, is hereby designated by Village Council as its Designee to attend the appropriate certified training program and seminars directed by the Ohio Office of the Attorney General to provide training in the management and accessibility of public records. The Police/Mayor's Court Clerk, currently Denise Van Pelt, is hereby designated as the alternate to the principal Designee to assume such responsibilities for education, training and records management in the absence of, or the vacancy in office of, the Assistant Village Clerk. Council hereby designates the appropriate offices for such training and whoever should succeed either Paula Burgin or Denise Van Pelt in those offices shall be the appropriate Designee for future compliance with the requirements of the Ohio Public Records Law. The Administration is hereby authorized to file any appropriate certification which may be required to verify this designation.

**SECTION II.** This Resolution shall take effect the earliest opportunity as allowable by law.

PASSED this 24<sup>th</sup> day of January, 2022.

  
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Mayor Stefan C. Densmore

ATTEST:

  
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Paula Burgin, Assistant Clerk

APPROVED AS TO FORM:

  
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Terrence M. Donnellon, Solicitor