

**BOARD OF DIRECTORS
FAIRFIELD COUNTY PORT AUTHORITY**

The Board of Directors (Board) of the Fairfield County Port Authority (Port Authority), met at 8:30 a.m. on January 28, 2015, at the Fairfield County Court House, 210 East Main Street, Lancaster, Ohio 43130 with the following members present:

M_. _____
M_. _____
M_. _____
M_. _____
M_. _____
M_. _____
M_. _____

M_. _____ introduced the following resolution and moved its passage:

RESOLUTION NO. 2015-07

A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY AND A
RECORDS RETENTION SCHEDULE IN ACCORDANCE WITH OHIO LAW
AND THE FAIRFIELD COUNTY PORT AUTHORITY RULES AND
REGULATIONS

A. The Fairfield County Port Authority (Port Authority) is an Ohio port authority and body corporate and politic created and existing under Chapter 4582 of the Ohio Revised Code; and

B. Section 149.43(E) of the Ohio Revised Code requires all public offices of the State of Ohio to adopt public records policies; and

C. In order to comply fully with Chapter 149 of the Ohio Revised Code (the Ohio Public Records Act), and to implement a fully public records policy, the Ohio Public Records Act and the Ohio Attorney General recommend that public offices adopt records retention schedules; and

D. The Board has determined that it is necessary and proper to adopt the Public Records Policy attached to this Resolution No. 2015-07 as Exhibit A and the Records Retention Schedule attached to this Resolution No. 2015-07 as Exhibit B for the Port Authority.

THE BOARD OF DIRECTORS OF THE FAIRFIELD COUNTY PORT AUTHORITY
THEREFORE RESOLVES AS FOLLOWS:

Section 1. The Board hereby adopts for the Port Authority, in compliance with Section 149.43(E) of the Ohio Revised Code, the Public Records Policy attached to this

Resolution No. 2015-07 as Exhibit A. The Public Records Policy shall be effective as of the date of this resolution.

Section 2. In an effort to comply fully with the Ohio Public Records Act and to implement fully its Public Records Policy, the Board hereby adopts for the Port Authority the Records Retention Schedule attached to this Resolution No. 2015-07 as Exhibit B. The Records Retention Schedule shall be effective as of the date of this resolution.

Section 3. In compliance with Section 149.43(E)(2) of the Ohio Revised Code, the Board hereby authorizes the Executive Director, Secretary-Treasurer, and Assistant Secretary-Treasurer to cause the Public Records Policy to be displayed in the Fairfield County Court House, located at 210 East Main Street, Lancaster, Ohio. The Board hereby finds and determines that the Fairfield County Court House is a public place in compliance with Section 149.43(E)(2) of the Ohio Revised Code. The Board further authorizes the Executive Director, Secretary-Treasurer, and Assistant Secretary-Treasurer to cause the Public Records Policy to be posted on the Port Authority's website if and when the Port Authority shall maintain a website.

Section 4. In compliance with Section 149.43(B)(2) of the Ohio Revised Code, the Board hereby directs the Assistant Secretary-Treasurer of the Port Authority to cause the Records Retention Schedule to be available at the Fairfield County Court House, located at 210 East Main Street, Lancaster, Ohio during reasonable hours. The Board hereby finds and determines that the Fairfield County Court House is a location readily available to the public, as required by Section 149.43(B)(2) of the Ohio Revised Code.

Section 5. This Board finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were passed in an open meeting of this Board, and that all deliberations of this Board that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

Section 6. This resolution shall be in full force and effect immediately upon its passage.

M. _____ seconded the motion and, after discussion, a roll call vote was taken and the results were:

Voting Aye: _____

Voting Nay: _____

Absent: _____

Passed: January 28, 2015

BOARD OF DIRECTORS,
FAIRFIELD COUNTY PORT AUTHORITY

Chair

CERTIFICATE

The undersigned Assistant Secretary-Treasurer of the Fairfield County Port Authority hereby certifies that the foregoing is a true copy of a resolution duly adopted by the Board of Directors of the Port Authority on January 28, 2015.

Assistant Secretary-Treasurer
Fairfield County Port Authority

EXHIBIT A

PUBLIC RECORDS POLICY OF THE FAIRFIELD COUNTY PORT AUTHORITY

EXHIBIT B

**RECORDS RETENTION SCHEDULE OF THE FAIRFIELD COUNTY PORT
AUTHORITY**