

**BOARD OF DIRECTORS
EAST PALESTINE COMMUNITY IMPROVEMENT CORPORATION**

The Board of Directors (the "Board") of the East Palestine Community Improvement Corporation (the "CIC") met on April 30, 2024 at 10:00 a.m. at 85 N Market Street, East Palestine, Ohio 44413, with the following members present:

M. Page
M. Rocco
M. May
M. Pevinski
M. Brittain

M. Rocco moved the passage of the following resolution:

RESOLUTION NO. 2024-04

**A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY AND A
RECORDS RETENTION SCHEDULE IN ACCORDANCE WITH OHIO LAW.**

WHEREAS, the Ohio Public Records Act found in Ohio Revised Code Chapter 149 requires each public office, including a community improvement corporation established under Ohio Revised Code Chapters 1724 and 1702, to maintain open records that are available for inspection by the public; and

WHEREAS, it is advisable to adopt a public records policy and records retention schedule ensuring compliance with all applicable requirements found in the Ohio Public Records Act.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

Section 1. This Board hereby formally adopts the East Palestine Community Improvement Corporation Public Records Policy (the "Policy"), which Policy is attached as Exhibit A to this Resolution, and the East Palestine Community Improvement Corporation Records Retention Schedule (the "Schedule"), which Schedule is attached as Exhibit B to this Resolution.

Section 2. This Board hereby finds and determines that all formal actions taken relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements.

Section 3. This Resolution shall be in full force and effect immediately upon its passage.

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

Voting Aye: Page, May, Potenski, Raulo, Brettan

Voting Nay: —

Abstain: —

Passed: April 30, 2024

BOARD OF DIRECTORS,
EAST PALESTINE COMMUNITY
IMPROVEMENT CORPORATION

Attest: Thomas C. Page
President

CERTIFICATE

The undersigned Secretary of the Board of Directors of the East Palestine Community Improvement Corporation hereby certifies that the foregoing is a true copy of a resolution duly passed by the Board of Directors of said CIC on April 30, 2024.

M. Macaul
Secretary
East Palestine Community Improvement
Corporation

EXHIBIT A

EAST PALESTINE COMMUNITY IMPROVEMENT CORPORATION **PUBLIC RECORDS POLICY**

INTRODUCTION

As a public office in the State of Ohio, the East Palestine Community Improvement Corporation (the "CIC") is subject to the Ohio Public Records Act as provided in Ohio Revised Code Section ("R.C.") 149.43 (the "Act"). The Act provides for prompt inspection of public records and requires that copies of existing public records be provided within a reasonable period of time. It is the policy of the CIC to strictly adhere to the Act.

DEFINITIONS

"Record" is defined by the Ohio Revised Code and generally includes any item that is kept by a public office that: (1) is stored on a fixed medium (items such as photographs, negatives, videos, maps, voice mails, e-mails, and computer files might constitute "records"); (2) is created, received, or sent under the jurisdiction of a public office, and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the public office.

"Public Record" is defined by the Ohio Revised Code and generally includes all records maintained by or for the CIC unless the records are specifically exempt from disclosure under the Ohio Revised Code or the disclosure of the record(s) is prohibited by state or federal law.

POLICY

Section 1. **Availability of Public Records**

It is the policy of the CIC that, as required by law, the CIC shall organize and maintain its records in a manner such that they can be made available for inspection or copying. The CIC will post this public records policy in a conspicuous location.

The CIC will provide prompt inspection of records, if requested. Public records will be available for inspection at all reasonable times during regular business hours between 8:30 a.m. and 4:00 p.m. Upon request, the CIC will make copies of public records available within a reasonable time and as outlined in this Policy.

Section 2. **Records Requests**

Public records requests need not be submitted in writing; however, the CIC maintains a standard public records written request form that is available for any requestor to use, if he or she wishes. The requester need not identify himself or herself, and will not be required to disclose the intended use of the requested information. Requesters are encouraged, but not required, to submit written requests that describe the documents sought in sufficient detail to assist the CIC in identifying the documents sought.

Exhibit A

Public Records Policy

[See Attached]

CERTIFICATE ACKNOWLEDGING COMPLIANCE WITH R.C. 149.43(E)(2)

The undersigned Secretary of the Board of Directors of the East Palestine Community Improvement Corporation hereby certifies that, in accordance with the requirements of Ohio Revised Code Section ("R.C.") 149.43(E)(2), he or she has **received a copy of the public records policy** which was adopted by the Board of Directors on behalf of the East Palestine Community Improvement Corporation.

The undersigned has also ensured that either (i) a poster that describes the public records policy of the East Palestine Community Improvement Corporation has been **posted in a conspicuous place in its public office** and in all locations where the public office has branches, if any, or (ii) the public records policy has been **placed on the internet website** of the East Palestine Community Improvement Corporation.

By: 
Secretary
East Palestine Community Improvement Corporation

Date: April 30, 2024

Upon receipt of a public records request, the CIC will provide an acknowledgment to the requestor within a reasonable amount of time and in a form consistent with how the request was made.

If a request is denied, in whole or in part, the requester shall be provided an explanation including the legal citation setting forth the basis as to why the request was denied. Any information that is exempt from disclosure will be redacted from the document and the reason for the redaction noted.

Section 3. Time for Satisfying Public Records Requests

Each request should be evaluated for an estimated length of time required to gather the records. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable time. "Prompt" and "reasonable" take into account the volume of records requested, location of records, need for legal review, and any other factors which reasonably impact the time for satisfying a public records request.

Section 4. Costs for Public Records Requests

The CIC will only charge its actual cost for copies, unless the cost is otherwise set by statute:

- a. First ten (10) pages of regular 8.5 x 11 pages will be provided at **no charge**.
- b. All pages thereafter, **eleven cents (\$.11) per page** (double-sided is counted as one (1) page).

Upon request, the CIC shall provide copies of public records via the U.S. mail or by any other means of delivery transmission. The CIC may transmit documents electronically if in the CIC's discretion, electronic transmission is feasible. There will be **no charge** for documents that are transmitted electronically. The CIC may require prepayment of the cost of copies in addition to costs associated with mailing such copies.

Section 5. Public Records Officer

The CIC has designated its duly-appointed **Secretary** and his or her successors to serve as its **public records officer** and records custodian. The Secretary and his or her successors may delegate his or her public records officer and records custodian responsibilities to the CIC's staff liaison.

Section 6. Application of Law

Notwithstanding the existence of this policy, the CIC hereby informs the public that it shall comply with the requirements of the Ohio Public Records Act, including, but not limited to, R.C. 149.43, and that the provisions of the Ohio Public Records Act, and any amendments thereto, supersede and take priority over this policy. The CIC retains the right to amend this policy at any time in accordance with the Act.

Exhibit B

Records Retention Schedule

[See Attached]



Ohio History Connection

EXHIBIT B

Page 1 of 11

State Archives of Ohio

Local Government Records Program

800 E. 17th Avenue

Columbus, Ohio 43211-2474

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

East Palestine Community Improvement Corporation
Secretary, Board of Trustees
Public Records Official,
East Palestine Community Improvement Corporation:

Name _____

Date: 04/30/2024

Section B: Records Commission

Secretary, Board of Trustees
East Palestine Community Improvement Corporation
c/o Bricker Graydon LLP
100 S. Third Street
Columbus, Ohio 43215
Telephone: 614-227-2300

Certification: I, the President of the East Palestine Community Improvement Corporation ("CIC"), hereby certify that the CIC met in an open meeting on April 30, 2024, as required by Ohio Revised Code Section ("R.C.") 121.22, and approved the schedules listed on this form and any continuation sheets. I further certify that the CIC will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by the CIC.

President,
East Palestine Community Improvement Corporation:

Name _____

Date: 04/30/2024

Section C: The Ohio History Connection - State Archives of Ohio

Name _____

Title _____

Date _____

Section D: Auditor of State

Name

Date

Section E: Records Retention Schedule

East Palestine Community Improvement Corporation
See attached Records Retention Schedule.

EAST PALESTINE COMMUNITY IMPROVEMENT CORPORATION

RECORDS RETENTION SCHEDULE

KEY TO SCHEDULE:

1000 - BOARD AND ADMINISTRATIVE RECORDS

2000 - EMPLOYEE RECORDS

3000 - BUILDING RECORDS

4000 - CENTRAL DEPARTMENT

5000 - FINANCIAL RECORDS

6000 - PAYROLL RELATED RECORDS

7000 - REPORTS

8000 - OTHER

* After End of Fiscal Year

** Provided Audited

*** Transient Records

Symbol meanings:

“After End of Fiscal Year” means the number of years specified plus the current year.

“Provided Audited” means the record series has been audited by the Auditor of State and the audit report released.

“Transient Records” means drafts, temporary records, or other records superseded by a later record documenting the same function, activity, policy, procedure, or other decision. Hard copies of records are maintained for three years after initial action, then microfilmed.

Schedule Number	Record Title and Description	Retention Period	For use by approving agencies	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
1000	BOARD AND ADMINISTRATIVE RECORDS				☐
1101	Minutes	Permanent			☐
1101.1	Audio Tapes	Two Years*			☐
1102	Blueprints, Plans, Maps	Permanent			☐
1103	Deeds, Easements, Lease, Abstracts	Permanent			☐
1104	Board Policy Books and Other Adopted Policies	One Year After Superseded			☐
1105	Administrative Regulations	One Year After Superseded			☐
1106	Court Decisions	Permanent			☐
1107	Claims and Litigation	Permanent			☐
1201	Elections	Ten Years			☐
1202	Records Commission (Records Disposal)	Ten Years			☐

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

1203	Agreements (Bargaining and other)	Ten Years			☐
1204	Budget Policy Files	Five Years			☐
1301	Worker's Compensation Claims	Ten Years After Financial Payment Made			☐
1302	Rank Depository Agreements	Four Years After Completion			☐
1303	Organization Reports	Two Years**			☐
1304	Board Meeting Notices	One Year			☐
1305	Agendas	One Calendar Year			☐
1306	Conflict of Interest/Ethics Policy Statements	5 years after service has ended			☐
1307	Incorporation Records	Permanent			☐
1901	Transient Records	Until Superseded			☐
2000	EMPLOYEE RECORDS ("Employee Files" include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which became part of the file.)				
2101	Certificated Active Employee Files	Permanent			☐
2102	Classified Active Employee Files	Permanent			☐
2103	Certificated Inactive Employee Files	Permanent***			☐
2104	Classified Inactive Employee Files	Permanent***			☐
2105	Civil Rights, Civil Service, and Disciplinary Reports	Permanent***			☐

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

2106	Retirement Letters	Permanent***			☐
2107	Substitute Records	Twenty-Five Years			☐
2201	Employee Contracts and Salary Notices	Four Years After Termination From Employment			☐
2202	Irregular Employee Contracts (Substitutes, etc.)	Four Years After Contract Expires			☐
2203	Unemployment Claims	Four Years After Final Claim Paid*			☐
2204	Unemployment Records	Four Years**			☐
2205	Applications (not hired)	Two Years**			☐
2206	Schedules of Employees	Fiscal Year Plus Two Years			☐
2207	I-9 Immigration Verification Forms	Termination of Employment Plus One Year			☐
2301	Job Descriptions	Until Superseded			☐
2901	Transient Records	Until Superseded			☐
3000	BUILDINGS RECORDS				
3101	Building Health Inspections	One Year*			☐
3102	Receipts/Deposit Slips	Four Years**			☐
3103	Budget/ Appropriation Records	Four Years**			☐
3104	Req/Purchase Orders	Four Years**			☐

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

3105	Supplies Inventories	Until Superseded			☐
3901	Transient Records	Until Superseded			☐
4000	CENTRAL DEPARTMENTAL RECORDS				
4101	Calendars	Five Years			☐
4201	Repair, Installation, and Maintenance Records	Four Years**			☐
4202	Prevailing Wage Records	Ten Years**			☐
4203	Rental Information (Use of Facilities)	Four Years**			☐
4204	Work Orders	Four Years**			☐
4205	Environmental Reports and Data (Asbestos, etc.)	Four Years**			☐
4206	Vandalism Reports	Four Years**			☐
4207	Sales Potential Forms	Four Years**			☐
4208	Bids and Specifications (Unsuccessful)	One Year**			☐
4209	Bids and Specifications (Successful)	Four Years/ Completion of Project**			☐
4210	Contractor Files (Resolutions, additions, Drawings, etc.)	Until Project Complete, If No Action Pending**			☐
4301	Preventative Maintenance Reports	Fiscal Year Plus Two Years			☐
4302	Warranty/Guarantee	Life/Warranty of Equipment			☐
4303	Plant and Equipment Inventory	Until Superseded**			☐

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

4304	Textbook/Workbook Inventory	Until Superseded**			☐
4305	Supplies Inventory	Until Superseded**			☐
4901	Transient Records	Until Superseded			☐
5000	FINANCIAL RECORDS				
5101	Annual Financial Reports Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	Five Years**			☐
5102	Activity Fund Cash Journal and Ledger	Five Years**			☐
5103	Bond Register	Twenty Years After Issue Expires			☐
5104	Securities	Permanent***			☐
5201	Investment Ledger	Five Years**			☐
5202	Foundation Distribution	Five Years**			☐
5203	Tax Settlements (Semi-Annual) and Advances	Five Years**			☐
5204	Budgets (Annual)	Five Years**			☐
5205	Insurance Policies	Fifteen Years After Expiration Provided All Claims Settled			☐

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

5206	Contracts	Fifteen Years After Expiration			☐
5207	Bonds and Coupons	Until Bond Issues Redeemed**			☐
5208	Accounts Payable Ledgers	Five Years**			☐
5209	Accounts Receivable Ledgers	Five Years**			☐
5210	Budget Work Papers	Five Years**			☐
5211	Vouchers, Invoices, and Purchase Order	Ten Years**			☐
5212	Travel Expense Vouchers	Ten Years**			☐
5213	Unemployment Claims	Five Years			☐
5214	Employee Bonds and Board Member Bonds	Five Years			☐
5215	Certificate of Estimated Resources	Five Years			☐
5216	Appropriation Resolutions	Five Years			☐
5217	Tax Apportionments, Semi-Annual	Five Years			☐
5301	Cancelled Checks and Bank Statements	Four Years**			☐
5302	Publication Notice	Four Years**			☐
5303	Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD, etc.)	Four Years**			☐
5304	Travel Expense Reports - Board and Employees	Four Years**			☐

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

5305	State Sales Tax Reports	Four Years**			☐
5306	Check Registers	Four Years**			☐
5307	Deposit Slips/Cash Proofs	Four Years**			☐
5308	Bids and Specifications (Accepted and Rejected)	Four Years**			☐
5309	Receipt Books	Four Years**			☐
5310	Extra Trip Records	Four Years**			☐
5311	Monthly Financial Reports	Four Years**			☐
5312	Accounting Data	Four Years**			☐
5313	Contracts: Service	Four Years**			☐
5314	Delivery/Packing Slips	One Year**			☐
5315	Requisitions	One Year*			☐
5901	Transient Records	Until Superseded			☐
6000	PAYROLL RELATED				
6101	Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports	Permanent***			☐
6102	Earnings Registers - By Staff Member and By Calendar Year	Permanent***			☐
6103	Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)	Permanent***			☐

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

6201	Bureau of Employment Service Quarterly Reports	Seven Years			☐
6301	W-2 (Employer Copy)	Six Years and Current**			☐
6302	Federal Income Tax (Quarterly/Annual)	Six Years and Current**			☐
6303	Ohio Income Tax (Monthly/Annual)	Six Years and Current**			☐
6304	City Income Tax (Monthly/Annual)	Six Years and Current**			☐
6305	School Income Tax (Monthly/Annual)	Six Years and Current**			☐
6306	Payroll Reports (All Reports Used for Each Payroll — Computer Generated — except those listed under 6101, and 6102-3 above	Four Years**			☐
6307	Payroll Update listings	Four Years*			☐
6308	Payroll Calculations	Four Years**			☐
6309	Annuity Reports	Four Years**			☐
6310	Benefit Folder/Report	Four Years**			☐
6311	Employee Request and/or Authorization (Sick, Vacation, Personal, or Other Leave)	Four Years**			☐
6312	Deduction Reports Voluntary Employment Payroll Deductions	Four Years**			☐
6313	Employee Vacation/Sick Leave Records	Four Years**			☐
6314	Time Sheets	Six Years			☐
6315	Overtime Authorization	Six Years			☐

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

6316	Employee Insurance Bills - Medical, Dental, and Life	Four Years**			☐
6317	Paycheck Register (Not Ledgers)	Four Years*			☐
6318	Payroll Bank Statement	Four Years**			☐
6401	Deduction Authorization	Until Superseded or Employee Terminated			☐
6901	Transient Records	Until Superseded			☐
7000	REPORTS				
7101	State Audit Reports	Five Years			☐
7102	County Auditor, Annual Wages (for W.C.)	Five Years			☐
7103	County Auditor: Bank Balance Certification	Five Years			☐
7104	Transportation	Four Years**			☐
7901	Transient Records	Until Superseded			☐
8000	OTHER				
8101	Personnel Directory	Ten Years			☐
8102	Handbooks, Employee	Until Superseded			☐
8103	Directives, Standards, Laws from Local State and Federal Governmental Agencies	Until Superseded			☐
8901	Transient Records	Until Superseded			☐

