

North Canton City Council  
Resolution, Rules, and Claims Committee

RESOLUTION 06 - 2020

A resolution accepting and establishing a policy for the viewing of permanent paper records maintained by the Office of City Council including Council's Journal, the Record of Legislation, the Codified Ordinances, and other historic documents.

WHEREAS, Ohio Sunshine Law requires documents such as Council's Journal, the Record of Legislation, the Codified Ordinances, and other historic documents be viewable by the public during normal business hours upon reasonable notice, and

WHEREAS, the City has an important interest in ensuring the security and preservation of such important documents to the City's history and the functions of City government.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

- Section 1. That in accordance with Ohio Public Records law the official Council Journal, the Record of Legislation, the official Codified Ordinances, and other historic documents maintained by the Office of Council shall be available to be viewed by the public during normal business hours of City Hall subject to the following:
- a. Appointments must be made with the Clerk of Council at least 24 hours in advance.
  - b. Appointments may only be made during regular business hours of City Hall.
  - c. Only one volume or file of records may be viewed at a time.
  - d. All members of the public must be supervised while viewing records.
  - e. Records may not be modified, disassembled, or otherwise altered in any way, including file order.
  - f. At the Clerk of Council's discretion, reasonable restrictions, such as the use of gloves and/or masks, or no-touch restrictions, may be required to view older, delicate records, in order to help prevent deterioration thereof.

Section 2. That if a provision of this resolution is or becomes illegal, invalid, or unenforceable, it shall not affect the validity or enforceability of any other provision of this resolution.

Section 3. That this resolution shall take effect and be in full force from and after the earliest period allowed by law.

Passed in Council this 12<sup>th</sup> day of October 2020.

Attest: Benjamin R. Young  
Benjamin R. Young, Clerk of Council

Stephan B. Wilder  
Stephan B. Wilder, Mayor

Signed on: October 12, 2020