

**RESOLUTION NO. 32 , 2015**

**A RESOLUTION DESIGNATING RECORDS MANAGERS AND TRAINING  
DESIGNEES FOR PUBLIC OFFICIALS IN  
THE CITY OF MONTGOMERY**

**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 City who shall have responsibility for receiving and directing training within the City, developing the appropriate public policy for adoption by Council, and overseeing records management.

**NOW THEREFORE, BE IT RESOLVED** by the Council of the City of Montgomery, Hamilton County, Ohio, that:

**SECTION 1.** The Communications and Engagement Coordinator, currently Faith Lynch, is hereby designated by City 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 Administrative Coordinator, currently Connie Gaylor, 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 Communications and Engagement Coordinator. Council hereby designates the appropriate offices for such training and whoever should succeed either Faith Lynch or Connie Gaylor 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 2.** This Resolution shall take effect the earliest opportunity as allowable by law.

PASSED: December 2, 2015

ATTEST: Connie M. Gaylor  
Connie M. Gaylor, Clerk of Council

Christopher P. Dobrozsi  
Christopher P. Dobrozsi, Mayor

APPROVED AS TO FORM:

Terrence M. Donnellon  
Terrence M. Donnellon, Law Director