

VILLAGE OF COVINGTON, OHIO

RESOLUTION R24-23

A RESOLUTION AMENDING THE RECORDS RETENTION POLICY AND SCHEDULE FOR THE VILLAGE OF COVINGTON

WHEREAS, the Village of Covington Council passed Resolution R18-11 on November 21, 2011 establishing a records retention schedule for the Village of Covington and revised the policy passing Resolution R24-17 on August 21, 2017; and

WHEREAS, the Village of Covington Council understands that records retention schedules need to be reviewed and updated regularly and wishes to replace the existing policy and schedule with the attached Exhibit A; and

WHEREAS, the Village of Covington Council approves the replacement of the Records Retention Policy and Schedule and deems it necessary to adopt the updated Exhibit; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Covington, Ohio:

Section 1. All previous resolutions regarding the Village of Covington Public Records Retention Policy and Schedules are repealed in full including Resolution R24-17, adopted in 2017.


Section 2. The Village of Covington Council adopts Exhibit A, which includes updated Records Retention Policy and Schedules for all departments within the Village.

Section 3. This resolution shall take effect at the earliest time provided by law.

Passed: August 22, 2023



Edward L. McCord, Mayor



Jesse Reynolds, President of Council



Rhonda Gill, Fiscal Officer