



Agenda Item Report

Meeting Type: Committee of the Whole/Common Council Meeting

Meeting Date: May 20, 2025

Item Title: Consideration of Ordinance 800-25: An Ordinance to Repeal and Recreate Section 2-558(b) Concerning Legal Custodians of Records

Submitted By: Susan L. Caine, Clerk

Detailed Description of Subject Matter:

In order to streamline our responses to Open Records requests and update our current code which lists the "Comptroller or the Comptroller's designee" as the City of Columbus' legal custodian for the City Council and for any Committees, Commissions, Boards or other authorities created by ordinance or resolution of the City Council, staff would like to repeal and recreate Section 2-558(b) in our municipal code and name the City Clerk or their designee as the legal custodian for the City Council and for any Committees, Commissions, Boards or other authorities created by ordinance or resolution of the City Council.

Also, the Police Chief or their designee should act as legal custodian for all the records of the City of Columbus Police Department, except for personnel records which should be kept by the City Human Resources Administrator with the other city employee documents.

List all Supporting Documentation Attached:

Sec. 2-558(b) Redlined version

ORD. 800-25 Draft Copy

Action Requested of Council: Approval of ORD. 800-25: An Ordinance to Repeal and Recreate Section 2-558(b) Concerning Legal Custodians of Records.