

VILLAGE OF BANCROFT
ORDINANCE NO. 296-19
(Enacted February 13, 2019)

**AN ORDINANCE TO ADOPT A RECORDS RETENTION SCHEDULE
FOR THE VILLAGE OF BANCROFT**

THE VILLAGE OF BANCROFT ORDAINS:

Section 1: The Village has the authority to adopt an Ordinance to establish a Records Retention Policy for the Village of Bancroft:

A. Michigan Compiled Law (MCL) 67.1(a) (2) grants the Village authority to:

1. Exercise all municipal powers in the management and control of municipal property and in the administration of municipal government;
2. Do any act to advance the interests, good government and prosperity of the Village, and
3. Through its regularly constituted authority, pass and enforce all laws, ordinances, resolutions, and rules relating to its municipal concerns.

B. MCL 66.4(2) authorizes the Village to adopt any state code promulgated by the State of Michigan by reference.

1. The State of Michigan has promulgated the Approved General Record Retention and Disposal Schedule.

Section 2: Pursuant to the above cited authority, the Village of Bancroft Ordains a Records Retention Policy in either of the following two methods:

- A. The Village Council may adopt by Resolution the Michigan State Administrative Board's Approved General Record Retention and Disposal Schedule as amended from time to time, pursuant to MCL 67.1 (a)(2) and MCL 66.4 (2).
- B. The Village Council may create and adopt by Resolution its own Retention and Disposal Schedule, alter the provisions of the previously Approved General Retention and Disposal Schedule after formal adoption by the Village, or may dispose of records not contained in the Approved General Retention and Disposal Schedule, by submitting a separate Retention and Disposal Schedule for review and approval in accordance with the provisions of Sections 399.5 and 750.491 of the Michigan Compiled Laws, to the Office of the State Archives of Michigan,

Michigan Department of State, all pursuant to MCL 67.1(a) (2).

Section 3: If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Village of Bancroft declares that it would have passed this Ordinance and each section, subsection, clause or phrase hereof, irrespective of the fact that any one or more section, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 4: That this Ordinance and the related rules, regulations, provisions, requirements, orders and matters established shall take effect immediately upon publication, except any penalty provisions which shall take effect twenty (20) days after publication, pursuant to MCL 66.1.

Section 5: Repealer - All Ordinances or parts of Ordinances in conflict with this Ordinance are repealed only to the extent necessary to give all provisions of this Ordinance full effect.

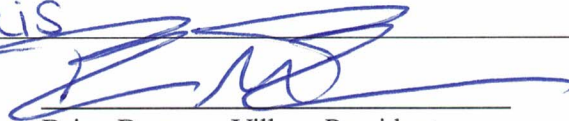
Moved By: K. Bible Seconded By: A. Miller

Adopted at a Regular Meeting of the Village Council held on the 13th day of February 2019.

YEAS: K. Bible, R. Miller, A. Miller, T. Terpening, L. Wert-Fuller, B. Barnum

NAYS: none

ABSENT: M. St. Louis



Brian Barnum, Village President

CLERK'S CERTIFICATION

I certify that the above is a true and complete copy of Ordinance No. 196-19 adopted by the Village Council at a Regular Meeting held on the 13th day of February 2019 and published in the Argus Press Newspaper on April 25th, 2019.


Ashley Goodrich, Village Clerk