**ORDINANCE NO. 2020-11-09-3**

**AN ORDINANCE CONFIRMING THE FISCAL OFFICER’S UAN DATA DISASTER PLAN FOR THE VILLAGE OF WAYNELAKES, DARKE COUNTY AND DECLARING AN EMERGENCY**

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**WHEREAS**, Council has now undertaken purchase of a municipal building for the Village of Wayne Lakes; and

**WHEREAS**, Council believes the village records all have been established in the municipal building in a secure storage area; and

**WHEREAS**, Council has newly appointed a part-time Fiscal Officer that will be working out of the Village office; which is necessary for the continuation of vital public services.

**NOW, THEREFORE, BE IT ORDAINED** by the Village of Wayne Lakes, Darke County, Ohio, as follows:

**Section One:** Per Executive Orders 12656, Section 1223, the village must provide a vital records program to be able for the village to conduct its business under other than normal operating conditions and to be able to resume normal business afterward.

**Section Two:** Vital records can be original records or copies of records where retrieval procedures for vital records are easily implemented (such as receivables, payables, employee records, etc.)

**Section Three:** The Fiscal Officer will be in charge of the necessary backup procedures of the UAN software. Electronic UAN software backup should be performed on a regular basis with a current copy always stored off site.

**Section Four:** The village must also ensure that the appropriate hardware, software, and system documentation adequate to operate the system and access the records will be available in case of an emergency.

**Section Five:** Emergency means a situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally of short duration, for example, an interruption of normal operations for a week or less. It may involve electrical failure or minor flooding caused by broken pipes.

**Section Six:** The Fiscal Officer will perform the backups necessary and will also alternate copies of the backups off site, and will have the Village laptop at her home or in a secure area when she is not at the office.

**Section Seven**: For the reasons stated in the Preamble, this Ordinance shall be declared an emergency measure and shall take effect immediately.

Passed this 19th day of November, 2020.

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Linda Clark, Acting Mayor & Council President

ATTEST:

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Carolyn L Robinson, Fiscal Officer

Three Reading Rule Waived: 11/19/2020

Emergency Declared: 11/19/2020