



City of Dublin

**Legislative Services**

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# Memo

**To:** Members of Dublin City Council  
**From:** Jenny Delgado, Clerk of Council  
**Date:** January 18, 2022  
**Re:** Designee for Required Public Records Training

## Summary

The Ohio Revised Code requires that officials elected to statewide or local office receive three hours of Public Records training for each term of office. The training received must be certified by the Ohio Attorney General and proof of completion of that training is required.

Elected officials have the option of appointing a designee to receive the training on their behalf. The designee must be an employee in the public office and there must be evidence of the designation by all of the elected officials within the office.

## Recommendation

As in past years, Council by motion may designate the Clerk of Council to receive the training on their behalf. The certification of completion of the training is then provided to the auditors each year.