

**AN ORDINANCE AUTHORIZING THE ADOPTION OF A VILLAGE
OF BREWSTER FEDERAL GRANT RECORDS RETENTION POLICY**

WHEREAS, Brewster Village Council desires to adopt a Federal Grant Record Retention Policy for the departmental operations of the Village.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: Brewster Village Council shall adopt a Federal Grant Record Retention Policy as defined below and shall add a Federal Grant Record Retention Policy to the departmental operations of the Village as follows:

VILLAGE OF BREWSTER POLICY for Federal Grant Record Retention

It shall be the policy of the Village of Brewster and of its Departments to adhere to the requirements of 2CFR-200.333, as it applies to the retention of all records related to any and all federal grants awarded to the Village of Brewster and any of its Departments.

Record Retention Requirements:

- All grant, financial, and administrative records related to any federal grant shall be maintained for a period of three (3) years following the date of the final submission of the Federal Financial Report (FFR) (SF-425).
- If applicable, time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained as well.
- Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement, or transfer of the property and equipment.
- After the 3-year period stated above, the records will be available for the historical society to review and determine if we no longer need to preserve.

SECTION 2: The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on November 4, 2019

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King