



City of Dublin

**City Hall Council Chambers  
Records Commission Meeting  
July 26, 2012**

- **Roll Call**
- **Review/ Approval of Meeting Minutes from January 19, 2012**
- **Building Standards (330 series)**
  - 330-11-269 "Building Files"**

Change description to "Residential and Commercial records of applications, certificates of plan approvals, notices and orders, certificates of occupancy and approved construction documents; Adjudications; BCAB; Fire protection and suppression permits"
  - Add "Over the Counter Permits"**

Description – Plumbing, electrical, mechanical and other minor permits  
Suggested Retention – 3 years  
Media type – Paper and/or Digital
- **Finance (600 series)**
  - Add "Disposal of City Assets"**

Suggested Retention – 10 years  
Media type – Paper and/or digital
  - Add "Economic Development Agreements"**

Suggested Retention – 5 years after being sent to Records for storage  
Media type – Paper and/or digital
- **Roundtable**
- **Adjourn**

