



City of Dublin

**City Hall Council Chambers
Records Commission Meeting
January 24, 2013**

- **Roll Call**
- **Review/ Approval of Meeting Minutes from July 26, 2012**
- **Longevity of Electronic Records-General Discussion w/ Jim Thompson (IT)**
- **Legislative Affairs (710 series)**

Add "Board and Commission Appointee Applications"

Suggested Retention – 3 years after service ends

Media type – Paper and/or digital

Add "Codified Ordinance-Supplements"

Suggested Retention – 5 years after adoption

Media type – Paper and/or digital

Add "Meeting Packets"

Description - Council and Council Committees

Suggested Retention – 7 years, maintain on paper for 2 and electronically for 5 or until no longer of administrative value.

Media type – Paper and/or digital

Add "Public Record Requests"

Suggested Retention – 5 years

Media type – Paper and/or digital

710-93-253 "Meeting Agendas"

Change description to "Council, boards, committees, commissions"

710-93-313 "Meeting Audio Tapes"

Change title to "Meeting Audio Tapes and Digital Recordings"

Change description to "Council, boards, committees, commissions"

710-11-314 "Meeting Minutes"

Change description to "Council, boards, committees, commissions"

710-11-335 "Proclamations"

Add description "Ceremonial documents of temporary nature issued by the Mayor"

Change retention to 2 years

710-93-349 "Special Reports"

Change title to "Special Reports and Studies"

Change retention to 5 years minimum or until no longer of administrative value

710-93-287 "Dublin Convention and Visitor's Bureau"

Remove from schedule. Records no longer created and none exist.

710-11-334 "Proceedings of Commission for Public Construction"

Remove from schedule. Records never created and none exist.

710-93-343 "Request for increase of Utility Rates"

Remove from schedule. Records no longer created and none exist.

➤ **Roundtable**

➤ **Adjourn**