



City of Dublin

**Council Chambers
Records Commission Meeting
January 23, 2014**

- **Roll Call**
- **Review/Approval of Meeting Minutes from July 25, 2013**
- **City Wide (800)**
 - "Contracts/Agreements" 600-92-064**
Discussion regarding retention period of these documents
 - 800-92-224 "Administrative Orders (copies)"**
Change description to "Originals maintained by Office of City Manager"
 - 800-92-227 "City Publications (copies)"**
Change description to "Originals maintained by Community Relations"
- **Streets and Utilities (210)**
 - Add "Accreditation Proofs of Compliance"**
Description – Supporting documents for APWA accreditation
Suggested Retention – 9 years
Media Type – Paper and/or Digital
- **Finance (600)**
 - Add "Equitable Sharing Agreement and Certificate"**
Description – Certificate detailing revenue and expenditures in Department of Justice related funds
Suggested Retention – 5 years provided audited
Media Type – Paper and/or Digital
- **Roundtable**
- **Adjourn**