

CITY OF DUBLIN RECORDS COMMISSION

Meeting Minutes

Date of Meeting: January 23, 2014

Present: Lisa Wilson, Court Administrator; Mitch Banchefsky, Assistant Law Director; Angel Mumma, Director of Finance

Absent: Darin Moore, Records Commission Member

Date of Next Meeting: July 24, 2014 at 9 a.m. in Council Chambers

Mr. Banchefsky swore in Angel Mumma as a temporary member of the Records Commission, until Mr. Steve Sova's position has been filled.

Roll Call

Ms. Wilson called the meeting to order at 9:00 a.m.

Review/Approval of Meeting Minutes from January 24, 2013

Mr. Banchefsky motioned to approve the minutes from the last meeting. Ms. Wilson seconded the motion. Ms. Mumma abstained from the vote due to her absence at the last meeting. Motion carried.

City Wide (800 series)

"Contracts/Agreements" 600-92-064

Ms. Wilson stated a group of employees have been meeting with the task of standardizing contracts and procedures. She then introduced Ms. Jennifer Readler, Assistant Law Director and a member of the contract committee. Ms. Readler explained this group has been reviewing the permanent retention of all contract/agreements and is currently working on several other issues related to contracts/agreements. It has been agreed that the permanent retention period should be changed. Through her research, Ms. Readler is suggesting a retention period of '8 years after expiration or termination'. Ms. Wilson added that the current permanent retention period was incorporated in 1992 and she could find no explanation or reason for this. Mr. Banchefsky motioned to approve the change to a 'retention period 8 years after expiration or termination'. Ms. Mumma seconded the motion. Motion carried.

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"

Ms. Wilson stated the next items were brought to her attention and were intended to be more housekeeping in nature to correct the description. Administrative Orders 'originals', not copies, per the description on the retention schedule, were to be maintained by Administrative Services. The Office of the City Manager is actually who maintains the originals. City Publications 'originals' are to be maintained by Community Relations. These descriptions have been on the retention schedule since 1992 and are inaccurate. Copies are addressed in another retention schedule sequence. Mr. Banchefsky motioned to approve the changes to the Administrative Orders. Ms. Wilson seconded the motion. Motion carries. Mr. Banchefsky motioned to approve the changes to City Publications. Ms. Wilson seconded the motion. Motion carries.

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

Ms. Wilson stated this is a request for a new series from Streets and Utilities. Mr. Banchefsky asked if there was a reason for a nine year retention period. Because this is a new series, Mr. Banchefsky stated he would like to see the rationale of why the change is requested in the form of a memo. Ms. Wilson stated she believed that the accreditation process was not a yearly process, but every two or three years. From a record management view point she is fine with a nine year retention period. Mr. Banchefsky stated that the request could move forward for a motion provided that a memo is produced as to 'why' the request. Ms. Mumma suggested adding a caveat that nothing gets destroyed until we receive the memo. Mr. Banchefsky motioned to approve the request. Ms. Mumma seconded the motion. Motion carried.

Finance (600)

Add "Equitable Sharing Agreement and Certificate"

Description – Certificate detailing revenue and expenditures in
Depart of Justice related funds
Suggested Retention – 5 years provided audited
Media Type – Paper and/or Digital

Ms. Mumma stated the 5 year request is in line with the Department of Justice requirements provided audited. Finance added provided audited to the retention because the majority of Finance related items have that caveat attached. The City is audited by the State annually. This is a certain fund from the Department of Justice that is set up specifically for these monetary requests. The City is required to report on how much money they have received and what they spent it on. Ms. Wilson moved to approve the addition. Mr. Banchefsky seconded the motion. Motion carried.

Roundtable

Ms. Wilson stated that she had a couple of items that came up but received no additional information. One was from the police department to change the retention period of certain offense reports but she believes the Chief Von Eckartsberg is waiting on additional information from Steve Smith, Jr. This may be a topic at our next meeting.

Ms. Wilson will check with Anne Clark to see when Mr. Moore's term on the Commission is due to expire.

Next meeting will be Thursday, July 24, 2014 at 9 pm at City Hall.

Ms. Mumma motioned to adjourn the meeting. Ms. Wilson seconded the motion.

Meeting adjourned at 9:22 a.m.

Sharon Hague
Recording Secretary