



**DJC Courtroom  
Records Commission Meeting  
July 23, 2015 9:00 AM**

- **Roll Call**
  
- **Review/Approval of Meeting Minutes from 01.22.2015**
  
- **Old Business**
  - Mitch Banchefsky – Incarcerated individuals and the retention of “Offense Reports; Major Case Files”
  
- **Human Resources (510)**
  - 510-97-283 “Employee Exposure Records”**
    - Description - Remove “material”
  
  - 510-11-081 “Employee Retention”**
    - Description – Remove “hepatitis B vaccinations, employee exposure to blood borne pathogen records, noise exposure records, audiometric test records”
  
  - Add “Hepatitis B Vaccinations”**
    - Retention – 1 year after termination
    - Media type – Paper and/or Digital
  
  - Add “Employee Exposure to Blood Borne Pathogens”**
    - Retention – Permanent
    - Media type – Paper and/or Digital
  
  - Add “Audiometric Testing”**
    - Retention – 20 years
    - Media type – Paper and/or Digital

**510-08-100 "General Insurance Claims/Accident Reports/Property Damage"**

Record Series – Change name to "General Liability Insurance Claims"

Description – Remove "P-27"

**Add "City Property Damage Claims"**

Retention – 5 years

Media Type – Paper and/or Digital

**Add "P-27 Forms"**

Description – P-27E, P-27S and P-27T non-injury damage reports

Retention – 5 years

Media Type – Paper and/or Digital

**Add "General Liability Insurance Claims Involving Minors"**

Retention – 20 years or until claim is settled

Media Type – Paper and/or Digital

**510-11-101 "General Insurance Coverage Risk Management"**

Record Series – change name to "General Insurance Policies"

Description – Remove entire description

Retention – 20 years

**Add "Insurance Request for Proposals"**

Retention – 3 years

Media Type – Paper and/or Digital

**510-08-145 "Post Accident/Random Drug and Alcohol Testing"**

Remove from schedule

**Add "P-26 Forms"**

Description – P-26E and P-26S, injury investigation reports and committee investigation reports

Retention – 10 years

Media Type – Paper and/or Digital

**510-13-220 "Worker's Compensation; Form P-26 (OSHA 101)**

Remove "Form P-26" from title  
Retention – Permanent

**Add "Noise Exposure Reports"**

Retention – 30 years  
Media Type – Paper and/or Digital

**Add "Safety Training Documentation"**

Retention – 30 years  
Media Type – Paper and/or Digital

➤ **Finance (600)**

**Add "Dublin Irish Festival Reports"**

Description – Annual report for DIF activity, supporting schedules for DIF sales and bank deposits, Sharing o' the Green partnership distribution report, refunds documentation and organization agreements

Retention – 5 years  
Media Type Paper and/or Digital

➤ **Roundtable**

➤ **Adjourn**