



CITY OF DUBLIN RECORDS COMMISSION MEETING MINUTES

Date of Meeting: June 5, 2025

Present: Craig Stevens, Court Administrator; Stephen Smith, Assistant Law Director; Jaime Hoffman, Director of Finance; David Walsh, Resident Representative

Absent:

Date of Next Meeting: December 5, 2025 at 9:00 a.m. in Council Chambers

Roll Call

Mr. Stevens called the meeting to order at 9:02 a.m.

Approval of Meeting Minutes from December 5, 2024

Mr. Smith motioned to approve the minutes from December 5, 2024. Mr. Walsh seconded the motion. The motion carried.

Records for Destruction (see attached list)

Human Resources requested removal of schedule number 510154419 and 510154416 from RC2 as they are stored electronically. Mr. Stevens requested motion to approve. Mr. Smith approved seconded by Mr. Walsh. Motion carries.

Mr. Stevens motioned to approve destruction of records to be destroyed after December 31, 2024, the fourth and final records destruction for the year 2024 to be carried out in June 2025. Mr. Smith approved that motion seconded by Mr. Walsh. Motion Carried.

Roundtable

The next commission meeting date is December 5, 2025 at 9:00 a.m. It will be held in Council Chambers located at 5555 Perimeter Dr.

Adjourn

Mr. Smith motioned to adjourn the meeting. Mr. Walsh seconded the motion. The motion carried. Meeting adjourned at 9:06 a.m.

Larry Gatton
Records Commission Recording Secretary
06/05/2025

