



Dublin Council Chambers Records Commission Agenda December 15, 2022 9:00 AM

- **Roll Call**
- **Review/Approval of Meeting Minutes from June 9, 2022**
- **Legislative Affairs (540) – Unfinished business from June 9, 2022 meeting.**
 - 540-13-313 “Meeting Audio Tapes and Digital Recordings”**
Change description from “Council, Boards, Committees and Commissions to “Boards, Committees and Commissions”.
 - Add “Council Video Recordings”**
Description – Video recordings of City Council meetings
Retention – Permanent
Media Type – Digital
 - Add “Council Audio Recordings”**
Description – Audio recordings of City Council meetings
Retention – 10 years or until no longer of administrative value
Media Type – Audio Tapes and/or Digital
- **Engineering (320)**
 - Add “Traffic and Operations Video”**
Description – Used for object recognition purposes only
Retention – Until no longer of administrative value
Media Type – Digital
- **Finance (600)**
 - 600-11-013 “Annual Financial Report (CAFR)”**
Change record series title to “Annual Comprehensive Financial Report (ACFR)”
 - 600-19-060 “Annual Financial Report Working Papers”**
Change record series title to “Annual Comprehensive Financial Report Working Papers (ACFR)”
 - 600-19-019 “Bank Records” and 600-19-020 “Bank Statements, Cancelled Checks and Reconciliations”**
Combine into one record series titled “Bank Statements, Reconciliations and Depository Agreements”

Retention – 7 years provided audited
Media Type – Paper and/or Digital

600-10-096 “Fixed Asset Listing/Input Forms”

Change record series title to “Capital Asset Documentation”

600-92-102 “General Ledger (Financial Records)”

Remove from schedule.

600-19-246 “Receipts (City Wide)”

Change record series title to “Receipts (citywide)”

Change description to “All receipting documentation”

600-11-221 “Year End Computer Back-Up”

Remove from schedule. Records are no longer created and no records exist. Year-end reports are covered under 600-11-167.

➤ **Roundtable**

Next Commission meeting date

➤ **Adjourn**