



Dublin Council Chambers Records Commission Agenda June 8, 2023 9:00 AM

- **Roll Call**
- **Review/Approval of Meeting Minutes from December 15, 2022**
- **Recreation Services (220)**
 - 220-93-351 "Pool/DCRC Memberships"**
 - Change description from "Applications" to "Applications, Agreements and Liability Releases"
 - Change retention period from "2 years" to "20 years"
- **Court Services (520)**
 - 520-92-044 "Cash Books"**
 - Change record series title from "Cash Books" to "Cash Reports"
 - 520-11-074 "Docket Book"**
 - Change record series title from "Docket Book" to "Court Docket"
 - 520-11-090 "Expungement Cards: Criminal"**
 - Change record series title from "Expungement Cards: Criminal" to "Sealing of Records Listing"
 - 520-09-089 "Expungement: Criminal Files"**
 - Change record series title from "Expungement: Criminal Files" to "Expungements"
 - Add the description of "Case and prosecutor files"
 - Change retention from "5 years after case closed (sealed in an envelope marked "expunged" to "Immediately after the expungement is granted"
 - Add "Sealing of Records"**
 - Description – Case and prosecutor files
 - Retention – 5 years after sealing is granted
 - Media Type – Paper and/or Digital
 - 520-92-193 "Sundries List"**
 - Remove from the retention schedule. These records are no longer created and no records exist.
- **Finance (600)**
 - 600-92-002 "Accounting Edit Report"**

Remove from the retention schedule. These records are no longer created and no records exist.

➤ **Citywide (800)**

800-92-239 "Fixed Asset Inventories (copies)"

Change record series title from "Fixed Asset Inventories (copies)" to "Capital Asset Documentation (copies)"

➤ **Roundtable**

Next Records Commission meeting date

➤ **Adjourn**