



**CITY OF DUBLIN
RECORDS COMMISSION
MEETING MINUTES**

Date of Meeting: June 8, 2023

Present: Lisa Schoning, Director of Court Services; Stephen Smith, Assistant Law Director; Jerry O'Brien, Chief Accountant; David Walsh, Resident Representative

Absent:

Date of Next Meeting: December 7, 2023 at 9 a.m. in Council Chambers

Roll Call

Ms. Schoning called the meeting to order at 9:09 a.m.

Approval of Meeting Minutes from December 15, 2022

Ms. Schoning asked if anyone would like to make any changes to the minutes from the last meeting.

Mr. O'Brien said he would like to make a change on the second page under Finance, the first item under Financial report, to read 'Mr. O'Brien explained that the name of the report has been changed because the pronunciation of CAFR sounds the same as a derogatory racial slur from South Africa'. Mr. Smith stated that with the change by Mr. O'Brien, he moved the minutes be approved as amended. Mr. Walsh seconded the motion. Motion carried.

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"

Ms. Schoning explained that it came to their attention recently that these documents were not just applications but also liability releases. The current retention is only 2 years. Mr. Smith explained because of the liability release, if a juvenile were involved, the statute of limitations could run until after they were an adult. Therefore, changing the retention period to 20 years would allow the City to defend itself in the event something happened. Recreation Services is currently looking at the process to determine if they can separate the liability release from the application. Ms. Schoning added that these forms are specific to

those who sign up in person as opposed to those who sign up on line. Recreation Services is also looking at ways to keep everything electronically including the in-person applications. Ms. Schoning motioned to approve the changes. Mr. Walsh seconded the motion. Motion Carried.

Court Services (520)

Ms. Schoning said she would review each item separately but would like to approve with one motion.

520-92-044 "Cash Books"

Change record series title from "Cash Books" to "Cash Reports"

Ms. Schoning stated this is a name change only and that the term "Cash Books" is outdated.

520-11-074 "Docket Book"

Change record series title from "Docket Book" to "Court Docket"

Ms. Schoning stated this is a name change only and that the term "Docket Book" is outdated.

Ms. Schoning explained the next three items are a result of the passage of Senate Bill 288, which makes changes to expungements and sealing of records. In the past, the two terms were used interchangeably but the bill created a need to differentiate between the terms.

520-11-090 "Expungement Cards: Criminal"

Change record series title from "Expungement Cards: Criminal" to "Sealing of Records Listing"

The first item is an electronic listing of all cases that have been sealed and not expunged. Index cards are no longer used.

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"

Ms. Schoning stated in some instances, a traffic case could be expunged if it is tied to a criminal case, which is why the request is being made to remove the words "criminal files" from the record series title.

Add "Sealing of Records"

Description – Case and prosecutor files

Retention – 5 years after sealing is granted

Media Type – Paper and/or Digital

This is being added to distinguish between Expungements and Sealing of Records.

520-92-193 "Sundries List"

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

Ms. Schoning stated this list has not been used in a very long time. It originated before computers systems were in place and used when all bookkeeping was done manually.

Mr. Walsh asked if a record is sealed for 5 years, after the 5 years would that record automatically be expunged. Ms. Schoning replied after 5 years the record would be destroyed. Mr. Walsh wanted to clarify that after the 5 year mark, a person would not have to file for an expungement. Ms. Schoning replied that the sealed file is destroyed after 5 years but that it was not expunged. Ms. Smith motioned to approve all changes from Court Services. Mr. Walsh seconded the motion. Motion carried.

Finance (600)**600-92-002 "Accounting Edit Report"**

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

Mr. O'Brien stated this report is no longer being generated and was created under the old accounting system. Finance has been using the current accounting system for 7 years. Mr. Smith motioned to approve the change. Mr. Walsh seconded the motion. Motion carried.

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

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

Mr. O'Brien stated this is a change in terminology. The term "Capital Assets" is now being used in accounting literature instead of "Fixed Assets". Mr. Smith motioned to approve change. Mr. O'Brien seconded the motion. Motion carried.

Roundtable

The next commission meeting date is Thursday, December 7, 2023 at 9 a.m. It will be held in Council Chambers located at 5555 Perimeter Dr.

Mr. Smith and Mr. O'Brien welcomed the new member, David Walsh to the committee.

Adjourn

Ms. Schoning motioned to adjourn the meeting. Mr. Smith seconded the motion. The motion carried. Meeting adjourned at 9:30 a.m.

Sharon Hague
Recording Secretary
06/09/2023