



CITY OF DUBLIN RECORDS COMMISSION MEETING MINUTES

Date of Meeting: December 7, 2023

Present: Lisa Schoning, Director of Court Services; Stephen Smith, Assistant Law Director; Jaime Hoffman, Director of Finance

Absent: David Walsh, Resident Representative

Date of Next Meeting: May 30, 2024 at 9 a.m. in Council Chambers

Roll Call

Ms. Schoning called the meeting to order at 9:05 a.m.

Approval of Meeting Minutes from June 8, 2023

Court Services (520)

520-19-021 "Bank Statements, Cancelled Checks and Reconciliations"

Change record series title to "Bank Statements, Deposit Documentation and Reconciliations"

Finance (600)

600-92-004 "Accounting System Documentation"

Change description from "Internal control methods and establishment of funds" to "Establishment of funds"

Change retention period from "until no longer of administrative value" to "7 years after fund is dissolved"

Add "Accounting Internal Control Documentation"

Description – Internal control methods

Retention – Until no longer of administrative value

Media type – Paper and/or digital

600-92-012 "Annual Appropriations"

Remove from Finance. These records are maintained with the ordinance in Legislative Services.

600-22-096 "Capital Asset Documentation"

Retention period – Change from “10 years provided audited” to “Life of the asset plus 7 years after disposal”

600-19-440 “Detailed Timekeeping Payroll Records”

Record Series Title – Change title from “Detailed Timekeeping Payroll Records” to “Payroll and Timekeeping Records”. Combine with 600-20-136 “Payroll Computer Reports”

Description – Add the description from 600-20-136 “Payroll Computer Reports” (detailed by-weekly payroll reports, time change forms, adjustments, W-4’s, deduction forms and processing forms) to the existing description.

Retention – Change from “3 years provided audited” to “7 years provided audited”.

600-20-136 “Payroll Computer Reports”

Remove from the retention schedule. Combined with 600-19-440 “Detailed Timekeeping Payroll Records”.

600-95-061 “Computer System”

Remove from the retention schedule. These records are no longer created and none exist.

Mr. Smith asked if we dissolve a lot of funds. Ms. Hoffman stated yes and no. She said there are funds we no longer use, specifically orgs. The funds are all still there but the org combinations might change.

Mr. Smith also asked what the “Computer System” records are. Ms. Schoning she wasn’t sure anyone knows. Ms. Hoffman stated that they didn’t know and that she spoke with Mr. O’Brien about it. Ms. Hoffman also stated that Ms. Schoning had advised her there were no records on file. Ms. Schoning stated she thought the records were from the 1990’s when they first computerized the finance records.

Mr. Smith moved to approve all of the changes to the retention schedule. Ms. Hoffman seconded the motion. The motion carried.

Records for Destruction (see attached list)

Mr. Smith moved to approve the destruction log for 2024. Ms. Hoffman seconded the motion. The motion carried.

Roundtable

The next commission meeting date is May 30, 2024 at 9 a.m. It will be held in Council Chambers located at 5555 Perimeter Dr.

Adjourn

Ms. Schoning motioned to adjourn the meeting. Mr. Smith seconded the motion. The motion carried. Meeting adjourned at 9:15 a.m.

Lisa Wilson
Records Commission Chairperson
12/07/2023