



Dublin Council Chambers Records Commission Agenda December 07, 2023 9:00 AM

- **Roll Call**
- **Review/Approval of Meeting Minutes from June 08, 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.

➤ **Records for Destruction (see attached list)**

➤ **Roundtable**

Next Records Commission meeting date

➤ **Adjourn**

