



**CITY OF DUBLIN
RECORDS COMMISSION
MEETING MINUTES**

Date of Meeting: December 5, 2025

Present: Craig Stevens, Court Administrator; Stephen Smith, Assistant Law Director; Matthew Rubino, Director of Finance; David Walsh, Resident Representative

Date of Next Meeting: June 12, 2026 at 9:00 a.m. in Council Chambers

Roll Call

Mr. Stevens called the meeting to order at 10:32 a.m.

Approval of Meeting Minutes from June 5, 2025

Mr. Smith motioned to approve the minutes from June 5, 2025. Mr. Walsh seconded the motion. The motion carried.

Records for Destruction (see attached list)

Division of Court Services requested removal of schedule number 520-05-310 from RC2 due to no records are currently in retention and Dublin Mayor's Court no longer has Administrative Hearings. Removal of schedule number 520-23-021 and combining those documents with Schedule number 520-23-044, as these are all now stored together. Mr. Stevens requested motion to approve. Mr. Smith approved, second by Mr. Walsh. Motion carries.

Citywide Records requested to change media type on Schedule number 800-11-010 from Microfische, paper and/or digital to only digital. Requested to change media type on schedule number 800-11-126 from Microfische, paper and/or digital to only digital. Requested to change media type on Schedule number 800-92-231 from tape and/or digital to digital. Mr. Stevens requested motion to approve. Mr. Smith approved, second by Mr. Walsh. Motion carries.

Mr. Stevens motioned to approve records destroyed as approved at the June 5, 2025 Records



Commission Meeting and for the records to be destroyed in 2026. Mr. Walsh approved, second by Mr. Smith, motion carries.

Roundtable

The next Records Commission meeting date is June 12, 2026 at 9:00 a.m. It will be held in Council Chambers located at 5555 Perimeter Dr.

Adjourn

Mr. Walsh motioned to adjourn the meeting. Mr. Smith seconded the motion. The motion carried. Meeting adjourned at 10:46 a.m.

COURT SERVICES 6565 Commerce Pkwy Dublin, Ohio 43017 phone 614.410.4920 dublinohiousa.gov

Larry Gatton
Records Commission Recording Secretary
12/05/2025