



**Dublin Council Chamber
Records Commission Agenda
June 22, 2026**

- **Roll Call**

- **Review/Approval of the Meeting Minutes from December 5, 2025.**

- **New Items, Removals or Changes to the Retention Schedule.**

I. Introductory Statement/Disclaimer:

The following statement will precede the retention schedule. "The City of Dublin has enacted a records retention schedule to manage and protect all city records and/or documents, regardless of the media type. To ensure transparency and compliance, the records retention schedule establishes a minimum retention period, for each and every record, before any record can be legally destroyed.

The table below lists all the different types of city records and establishes the minimum retention period for each one. This schedule was prepared in accordance with the Local Governments Records Program of the Ohio History Connection (formerly the Ohio Historical Society) and was approved by the City of Dublin Records Commission and has been submitted to the Ohio State Archives and the Ohio Auditor of State.

Due to our changing electronic world, certain records maintained in electronic systems may be retained beyond the minimum approved retention period due to system architecture, backup processes, or technical constraints. Destruction will occur as soon as practicable following the expiration of the minimum retention period set forth in the approved retention schedules and applicable law."

II. Media Type Changes:

- Amend "digital" to "electronic" to align with the best practices of the Ohio Electronic Records Committee.

III. Organizational Changes:

Department Name Changes:

- Amend Communications & Public Information to Communications & Marketing.
- Amend Events to Community Events.

Department Schedule Changes – Removals of the following series are because the City no longer produces or maintains these records, or are maintained by another department; additions of some schedules are agreed upon by the City Manager:

Asset Management and Quality Assurance (AMQA)

- Removal of Schedule Number 300-18-149 (Prevailing Wage Reports). These records are maintained by the Finance Department in 600-05-166 (Purchasing).

Court Services

- Removal of Schedule Number 520-92-153 (Community Service Files). This information is stored within the case/probation files.

Engineering

- Removal of Schedule Numbers:
 - 320-11-031 (Bridge Locations)
 - 320-11-228 (Bridge Repairs)
 - 320-08-065 (Cost Analysis – for signage)
 - 320-08-105 (Guardrail Measurements)
 - 320-92-173 (Reports – E.P.A. West River Analysis Results)
 - 320-22-451 (Traffic and Parking Operations Video)

Community Events

- Removal of Schedule Number 210-18-433 (Showmobile Applications)

Facilities Management

- Removal of Schedule Number 330-08-125 (Maintenance Building Demolition Information).

Office of the City Manager

- Removal of Schedule Number 500-97-238 (Request for Legal Services/Opinions)

Planning

- Removal of Schedule Numbers:
 - 710-11-262 (Blackline and Blueline Prints)
 - 710-11-383 (Certificate of Zoning)
 - 710-11-379 (Home Occupation Permit)
 - 710-11-315 (Mylars)
- Addition of Schedule Numbers
 - 710-26-457 (Zoning Code and Map Updates) - Permanent
 - 710-26-458 (Long Range Planning Special Projects) – Until Superseded

Communications and Marketing

- Addition of Schedule Number 530-26-456 (Monthly Report – City Manager) – 3 years

Public Service

- Removal of Schedule Numbers:
 - 310-92-106 (Guardrail Replacements/Repairs)
 - 310-05-124 (Meeting Agendas)
 - 310-11-126 (Meeting Minutes)
 - 310-10-184 (Snow Event Log)
 - 310-94-071 (Solid Waste Working Papers)

Recreation Services

- Removal of Schedule Numbers:
 - 220-93-307 (Registration Cards)
 - 220-10-346 (Senior Citizen Programming)
- Addition of Schedule Numbers:
 - 220-26-454 (Camp Participant and Employee Medical Records) – 30 years
 - 220-26-455 (Visitation Reports & Headcounts) – 3 years

Legislative Services

- Removal of Schedule Number 540-13-411 (Codified Ordinance – Supplements (copies).
- Addition of Schedule Number 540-26-459 (Livestream of Public Meetings) – 5 years

Park Development

- Removal of Schedule Numbers:
 - 230-08-296 (Goals and Objectives – Divisional)
 - 230-10-309 (Logo Graphics/Brochure Changes)
- Transfer of Schedule Numbers from Park Development to Public Service:
 - 230-11-034 (Burial Records)
 - 230-11-035 (Burial Transit Receipts)
 - 230-11-046 (Cemetery Deeds)
 - 230-11-047 (Cemetery Ledger)
 - 230-11-048 (Cemetery Lot Records)
 - 230-11-049 (Cemetery Transactions)
 - 230-11-098 (Foundations Ledger)
 - 230-92-099 (Foundation Order)
 - 230-08-298 (Horticultural Park Improvements)
 - 230-93-321 (Park Inspections)
 - 230-08-323 (Parkland Fee Listings)
 - 230-10-322 (Park Projects)
 - 230-11-328 (Trees)

➤ **Records Destroyed (See Attached List)**

➤ **Roundtable**

Next Records Commission meeting date.

➤ **Adjourn**

Records Commission



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