



CITY OF DUBLIN RECORDS COMMISSION MEETING MINUTES

Date of Meeting: June 22, 2026

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

Absent:

Date of Next Meeting: December 4, 2026, at 9 a.m. in Council Chamber

Roll Call

Mr. Stevens called the meeting to order at 9:00 a.m. All members were present: Craig Stevens, Stephen Smith, Matthew Rubino, and David Walsh.

Approval of Meeting Minutes from December 5, 2025

The minutes from the December 5, 2025, meeting were presented for approval. Mr. Stevens moved to approve the minutes. Mr. Smith supported the motion, and Mr. Walsh seconded it. The motion carried unanimously.

I. Introductory Statement/Disclaimer

Mr. Stevens moved to approve the introductory statement and disclaimer provided in the Records Commission Meeting agenda. Mr. Stevens then turned over any remarks regarding the Introductory statement to the Legal Representative Mr. Smith for further. Mr. Smith stated the intent of the statement/disclaimer was to help not only guide us, City of Dublin, internally in terms of how we do things but to help them, citizens, understand how it works.

Mr. Stevens stated the Retention Schedule had been added to the Records commission webpage.

Mr. Walsh brought up for discussion the accessibility of the retention schedule through the webpage. Mr. Stevens stated the Retention Schedule access through the website would be looked at and assessed.

Mr. Stevens moved to approve the Introductory Statement. Mr. Smith supported the motion, and Mr. Walsh seconded it. The motion carried unanimously.

II. Media Type Changes

Mr. Stevens proposed changing all references from “digital” to “electronic” to align with the best practices of the Ohio Electronic Records Committee.

Mr. Stevens moved to approve the Media Type Changes. Mr. Walsh supported the motion, and Mr. Smith seconded it. The motion carried unanimously.

III. Organizational Changes

Mr. Stevens proposed changing the department name from “Communications & Public Information” to “Communications & Marketing” and changing “Events” to “Community Events.”

Mr. Stevens proposed removing certain schedule numbers because the City of Dublin no longer produces or maintains those records. The affected records are either obsolete or maintained by another department, as noted on the Records Commission agenda.

Mr. Stevens proposed transferring records previously kept and maintained by the Park Development Department to the Public Service Department, where they are currently kept and maintained.

Mr. Stevens moved to approve the organizational changes. Mr. Smith supported the motion, and Mr. Walsh seconded it. The motion carried unanimously.

Records Destroyed

The Commission acknowledged receipt of the list of records destroyed following the December 5, 2025, meeting. The list included certification of destruction and approvals from

the Ohio History Connection and the Auditor of State. The attached schedule list was referenced.

Roundtable

No additional items were discussed during roundtable.

The next Records Commission meeting is scheduled for December 4, 2026, at 9:00 a.m. in Council Chambers. No further discussion was had in regard to the next Records Commission meeting date and time.

Mr. Stevens moved to adjourn the meeting. Mr. Smith supported the motion, and Mr. Walsh seconded it. The motion carried unanimously.

The Records Commission meeting was adjourned at 09:10 hours.