

CITY OF DUBLIN RECORDS COMMISSION

Meeting Minutes

Date of Meeting: January 19, 2012

Present: Lisa Wilson, Court Administrator, Mitch Banchefsky, Assistant Law Director, Darin Moore, Records Commission Member, Steve Sova, Director of Accounting and Auditing

Absent:

Date of Next Meeting: July 26, 2012 at 9 a.m. in Council Chambers

Oath of Office

Mr. Banchefsky swore in Darin Moore for his second term of office

Roll Call

Ms. Wilson called the meeting to order at 9:03 a.m.

Review/Approval of Meeting Minutes from July 28, 2011

Mr. Banchefsky motioned to approve the minutes from the last meeting. Mr. Sova seconded the motion. Motion carried.

All Record Series

Add "Digital" to media type for all record series on the retention schedule.

Ms. Wilson stated that at the last meeting 'Digital' was added to all permanent record series and explained that Mr. Banchefsky suggested at the last meeting that we should add 'Digital' to the retention schedule to cover all record series.

Mr. Moore asked if it would impose any restrictions on the media type and then asked if there is a definition of 'Digital' that we need to be concerned about.

Mr. Banchefsky stated that the Commission could define 'Digital' if necessary.

Mr. Sova added that the definition would constantly be changing.

Ms. Wilson will check to see if the Ohio Historical Society gives guidance on defining 'Digital'.

Mr. Banchefsky stated if the Ohio Historical does have a definition we can look at it but if not, leave it as is or else the definition would require constant changing and revising.

Mr. Sova asked if we have been given the green light by the Ohio Historical Society to replace 'Paper' with 'Digital'. Finance is currently scanning some of their documents into Laserfiche, mostly for the ease of retrieval but is also keeping the paper copy.

Ms. Wilson answered it is totally up to us and doesn't believe they have a recommendation. She believes that as long we are able to retrieve a document during the retention period then it is acceptable to keep it in a digital format only.

Mr. Sova and Ms. Wilson agreed that with the record series “Vouchers” keeping the record on paper and digitally for 3 years and then digitally only for the remaining seven years is a good compromise.

Ms. Wilson asked if the Commission wanted to table the proposal until next meeting or vote on it now.

Mr. Banchefsky said he thought they should vote on it now.

Mr. Moore added that as a technology person he wanted everyone to be aware that using digital media for historical records has the added risk of glitches, missing backups and failures that wouldn't be seen with paper.

Ms Wilson added that in many cases the paper is still being kept even though it exists digitally.

Mr. Moore asked if the Commission has the responsibility to define what the parameters are of the long term viability of these documents once they are electronic.

Ms. Wilson added that it is the responsibility of the person creating the document to ensure it is maintained according to the retention schedule.

Mr. Moore asked what the responsibility and liability is to the City if a digital copy becomes corrupt and there is no back up. He added as an IT person, this proposal is definitely the way to go in the future but that we need to consider there are boundaries we need to clarify with going to digital with our important records. Through his experience, he has seen too many times, important systems become corrupt or break and backups are not available and things are lost as a result.

Mr. Banchefsky asked for the definition of ‘Digital’.

Mr. Sova replied any digital document is a paper document that is reduced to a medium that requires some kind of computerization tool.

Mr. Banchefsky asked if Laserfiche has a back up procedure. Mr. Sova replied that IT backs up all of their main servers remotely offsite.

Ms. Wilson added that IT also uses backup tapes that are stored offsite at Fireproof.

Mr. Moore added that he was sure there is backup and redundancy but is questioning if the Commission needs to put any kind of clarification on what the expectation is for records of the City.

Mr. Banchefsky said he would suggest the proposal be approved now and before the next meeting that Ms. Wilson checks with the Ohio Historical Society for guidance. If no guidance is offered, then it is up to the Record Commission. At that point, the Commission will need to speak with Peter Husenitza, Director of IT.

Mr. Banchefsky motioned to approve. Mr. Sova seconded the motion. Motion carried.

Court Services (520 series)

Add “RC-1; One Time Disposal of Obsolete Records”

Suggested Retention – Permanent

Media Type – Paper and Digital

Add “RC-2; Records Retention Schedule”

Suggested Retention – Permanent

Media Type – Paper and Digital

Add “RC-3; Certificate of Records Disposal”

Suggested Retention – Permanent

Media Type – Paper and Digital

Ms. Wilson stated these are the forms that are required by the State of Ohio for the retention and disposal of records. These forms are filled out by Ms. Wilson and then sent to the Ohio Historical Society for notification of records destruction. There is a 15 day waiting period before actual destruction to allow the Ohio Historical Society to notify us if the destruction is not allowed.

Mr. Banchefsky motioned to approve. Mr. Moore seconded the motion. Motion carried.

Roundtable

Next meeting will be Thursday, July 26, 2012 at 9 pm at City Hall.

Ms. Wilson motioned to adjourn the meeting. Mr. Banchefsky seconded the motion.

Meeting adjourned at 9:29 am.