

CITY OF DUBLIN RECORDS COMMISSION

Meeting Minutes

Date of Meeting: July 25, 2013

Present: Lisa Wilson, Court Administrator; Mitch Banchefsky, Assistant Law Director; Darin Moore, Records Commission Member; Mary Kay Ruwette, Human Resource Manager; Ron Whittington, Safety Administrator/Risk Manager

Absent: Steve Sova, Director of Accounting and Auditing

Date of Next Meeting: January 23, 2014 at 9 a.m. in Council Chambers

Roll Call

Ms. Wilson called the meeting to order at 9:04 a.m.

Review/Approval of Meeting Minutes from January 24, 2013

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

Human Resources (510 series)

Ms. Wilson stated because of the number of items Human Resources has on the agenda, she will review all of them and move to approve them at the end of the review.

Add "Drug Tests; Pre-hiring and Continued Employment Testing"

Suggested Retention – 5 years (Non-DOT)

Media Type – Paper and/or Digital

Add "Drug Tests; Post-Accident, Random Drug and Alcohol Testing"

Suggested Retention – 7 years (DOT)

Media Type – Paper and/or Digital

Both of the above items have been added as the result of the legal opinion from Steven Smith, Jr. Previously these items were retained permanently as part of the Personnel Recruiting and Selection files but the current legal opinion has determined the suggested retention period is sufficient.

Add "Family Medical Leave Forms"

Suggested Retention – 3 years

Media Type – Paper and/or Digital

The legal opinion is to change the retention period to three years. Currently these are retained permanently as part of the Personnel Files

Add "Fitness for Duty Test"

Suggested Retention – 7 years

Media Type – Paper and/or Digital

Ms. Wilson stated that there was no legal opinion on this and asked Ms. Ruwette if she wanted to comment. Ms Ruwette stated this applies primarily to maintenance workers and is separate from Workers Compensation. Mr. Whittington added this relates to non-work related injuries and there is a separate file for Workers Compensation injuries.

Add "I-9 Forms"

Suggested Retention – 3 years after date of hire or 1 year after termination

Media Type – Paper and or Digital

It is noted that I-90 Forms have been amended to I-9 Forms.

510-11-141 "Personnel Recruiting & Selection"

Change title to "Personnel Recruiting & Selection for Hires"

Remove I-9 forms and drug tests from the description

Change retention to Permanent

Add "Personnel Recruiting & Selection for Non-Hires"

Description – Interview Schedule; Applications; Interview Guide and Comments; Record of Interview

Suggested Retention – 1 year

Media Type – Paper and/or Digital

Add "Police Personnel Recruiting & Selection for Non-Hires"

Suggested Retention – 3 years

Media Type – Paper and/or Digital

Ms. Wilson stated the above three items are all regarding Personnel Recruiting and were previously under one record series. They are being separated out to allow different retention times for each item.

510-08-220 "Worker's Compensation; Form P-26 (OSHA 101) and Claim Files

Change retention to "10 years from date of claim closure"

Mr. Whittington stated that after discussion with Lori Bailey, Risk Management Assistant, it needs to be changed from "10 years from audited" to "10 years from date of claim closure"

Add "Worker's Compensation; Excess Insurance and Volunteer Coverage Applications and Policies"

Suggested Retention – Permanent

Media Type – Paper and/or Digital

Mr. Whittington said since the City of Dublin became self-insured, it has an annual renewal process that purchases excess coverage and in addition, excess insurance for our volunteers.

Add "Worker's Compensation; SI-40"

Description – BWC Reporting Form for Self Insurance

Suggested Retention – 5 years

Media Type – Paper and/or Digital

Mr. Whittington explained the SI-40 is a required annual reporting form that reports the previous year's indemnity and medical claims of all Worker Compensation claims to the Bureau of Workers Compensation.

Ms. Wilson stated that the three Worker's Compensation items had not been brought to the legal department for an opinion.

Mr. Moore motioned to approve the additions and changes to the Human Resources 510 Series. Mr. Banchefsky seconded the motion. Motion carries.

Legislative Affairs (710 series)

Add "City of Dublin, Ohio Code of Ordinances"

Suggested Retention – Permanent

Media type – Paper and/or digital

Ms. Wilson stated there was some confusion over the Code of Ordinance supplements versus the actual Code of Ordinance updates Legislative Affairs receives. Mr. Banchefsky added that this change would capture all of the updates.

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

Media Type (Longevity)

A brief discussion took place regarding longevity. It was agreed that IT is accountable for the current industry standards and is responsible to move forward with any advancement in this area that pertains to record keeping.

Roundtable

No items for roundtable.

Next meeting will be Thursday, January 23, 2014 at 9 pm at City Hall.

Mr. Banchefsky motioned to adjourn the meeting. Mr. Moore seconded the motion.

Meeting adjourned at 9:33 am.

Sharon Hague
Recording Secretary