



City of Dublin

**Justice Center Courtroom
Records Commission Meeting
July 25, 2013**

- **Roll Call**
- **Review/Approval of Meeting Minutes from January 24, 2013**
- **Human Resources (510 series)**

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

Add "Family Medical Leave Forms"

Suggested Retention – 3 years
Media Type – Paper and/or Digital

Add "Fitness for Duty Test"

Suggested Retention – 7 years
Media Type – Paper and/or Digital

Add "I-90 Forms"

Suggested Retention – 3 years after date of hire or 1 year after termination
Media Type – Paper and or Digital

510-11-141 "Personnel Recruiting & Selection"

Change title to "Personnel Recruiting & Selection for Hires"
Remove I-90 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

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

Change retention 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

Add "Worker's Compensation; SI-40"

Description – BWC Reporting Form for Self Insurance
Suggested Retention – 5 years
Media Type – Paper and/or Digital

➤ **Legislative Affairs (710 series)**

Add "City of Dublin, Ohio Code of Ordinances"

Suggested Retention – Permanent
Media type – Paper and/or digital

➤ **Media Type (Longevity)**

➤ **Roundtable**

➤ **Adjourn**

