



City of Dublin

**Council Chambers  
Records Commission Meeting  
July 17, 2014 9:00 AM**

➤ **Oath of Office**

Laura Colwell, Resident Representative  
Jerry O'Brien, Chief Accountant

➤ **Roll Call**

➤ **Review/Approval of Meeting Minutes from January 23, 2014**

➤ **Police (100)**

**100-93-001 "Accident Files"**

Change Retention to 3 years

**100-11-377 "Accident Reports; Major Crash Files"**

Change Record Series title to "Accident Files; Fatal"

Description – Fatal auto accident reports and computerized records

**Add "Offense Reports; Aggravated Murder/Murder"**

Suggested Retention – Permanent

Media Type – Microfiche, Paper and/or Digital

**100-11-130 "Offense Reports; Major Case Files"**

Add Description – Cases with a statute of limitations in excess of 6 years.

Change Retention – 32 years

Change Media Type – Paper and/or Digital

**100-02-132 "Offense Reports; Except Homicide"**

Change Record Series title to "Offense Reports"

Change Description – Cases with a statute of limitations of 6 years or less.

Change Retention – 9 years

**100-07-119 "Juvenile Arrest Cards"**

Remove from Retention Schedule. These cards are no longer created and existing cards were merged with 100-11-127 "Master Name Index"

➤ **Legislative Affairs (710)**

**Add "Campaign Finance Reports"**

Description – Contributions received from campaign, including in-kind contributions as well as expenditures made by campaign.

Suggested Retention – 6 years

Media Type – Paper and/or Digital

➤ **Old Business**

**Streets and Utilities (210)**

"Accreditation Proofs of Compliance" Retention Period

➤ **Roundtable**

➤ **Adjourn**