



**Council Chambers @ City Hall
Records Commission Meeting
January 21, 2016 9:00 AM**

- **Roll Call**

- **Review/Approval of Meeting Minutes from 07.23.2015**

- **Volunteer Resources (240)**
 - Add "Volunteer Records"**

Description – Online profiles, notices and waivers, injury/accident reports, incident reports and criminal background checks.
Retention – 10 years
Media type – Paper and/or Digital

 - Add "Assignment Files"**

Description – Events and Programs
Retention – 3 years
Media type – Paper and/or Digital

 - Add "Newspaper Articles and Photos"**

Description – Newspaper articles and photos about volunteers
Retention – 7 years
Media Type – Paper and/or Digital

- **Police (100)**
 - 100-92-009 "Adult ID Packet"**

Description – Add "fingerprint card"

100-07-120 "Juvenile Identification Packet"

Description – Add "fingerprint card"

100-92-094 "Fingerprint Cards"

Remove from schedule (contained in the Adult and Juvenile ID Packets)

100-11-024 "Block Parent Applications (approved & rejected)"

Remove from schedule (no records exist to anyone's knowledge)

100-92-069 "Cruiser Videos"

Record Series – Change name to "Cruiser Recordings"
Media type – Digital

100-02-033 "Internal Affairs/Disciplinary Actions/Complaint Investigations: Formal Action, Serious Misconduct"

Record Series – Change name to "Internal Affairs Investigations/Formal Complaints"
Description – Paper documentation and computer log of internal affairs investigations/formal complaints for union and non-union employees
Retention – 6 years after resignation/termination of employee

100-02-034 "Internal Affairs/Disciplinary Actions/Complaint Investigations: Formal Action, Minor Misconduct"

Remove from schedule – combined with 100-02-033 (see above agenda item)

100-02-035 "Internal Affairs/Disciplinary Actions/Complaint Investigations: Informal Action"

Record Series – Change name to "Informal Complaints"
Description – Paper documentation and computer log of informal complaints for union and non-union employees
Retention – 4 years

100-92-145 "Photo Negatives/Log Book/Digital Photographs"

Record Series – Change name to "Photographs"
Description – Digital images from cases, crashes, investigations and arrests
Media Type – Digital

100-10-150 "Prisoner Processing Video Recordings"

Description – Video recordings of arrest processing
Retention – 45 days provided no action pending
Media Type – Digital

100-92-073 "Telephone/Radio Audio Recordings"

Media Type – Digital

100-92-209 "Vehicle Maintenance Records"

Remove from Police and add to Fleet
Retention – 5 years after vehicle is out of service

Add "ALPR Data"

Description – Automated License Plate Reader Data which includes license plate numbers, vehicle pictures and date, time and location of scan
Retention – 1 year
Media Type – Digital

➤ **Roundtable**

➤ **Adjourn**