



CITY OF DUBLIN RECORDS COMMISSION

Meeting Minutes

Date of Meeting: January 21, 2016

Present: Lisa Wilson Schoning, Court Administrator; Stephen J Smith, Jr., Assistant Law Director; Jerry O'Brien, Chief Accountant; Laura Colwell, Resident Representative; Diane Jayaraman, Records Management Technician; Jay Somerville, Civilian Bureau Commander

Absent:

Date of Next Meeting: July 11, 2016 at 9 a.m. in Council Chambers

Roll Call

Ms. Schoning called the meeting to order at 8:59 a.m.

Review/Approval of Meeting Minutes from January 22, 2015

Ms. Schoning motioned to approve the minutes from the last meeting. Ms. Colwell seconded the motion. Motion carried.

Ms. Schoning stated that Mr. Jay Somerville, Civilian Bureau Commander was in attendance, representing the Police Department.

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)

Mr. Somerville stated the physical arrest ID packets have always contained the fingerprint card even though they were treated as separate records on the retention

schedule. They would like the retention schedule to reflect that the fingerprint cards are part of the arrest packets.

100-92-072 "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

Mr. Smith wanted clarification about the complaints and disciplinary actions. Mr. Smith asked if they were part of the personnel file which can then be removed if necessary or if they were kept separately.

Mr. Somerville answered that by Law Enforcement Accreditation Standards, a separate set of files is maintained for internal affairs investigations and a separate set of files is maintained for complaint investigations. The reason for the nomenclature change here is that there are no files kept for serious misconduct. Complaints and investigations are separated by the type of allegation that is made. A copy of the outcome of the investigation, when applicable, is put into the personnel file as part of a personnel action. This satisfies the accreditation requirement of maintaining complaint files.

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

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

Mr. Somerville stated this program was started in 1996 in partnership with the State of Ohio to provide safe houses for children walking to and from school. Parents participating in the program would get a background check and then receive a Block Parent sign to place in their window. The program never got off the ground and no application records exist.

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

Mr. Somerville stated there are no negatives as everything is now digital. All photographs are now being kept in a secure digital software program.

100-10-150 "Prisoner Processing Video Recordings"

Description – Video recordings of arrest processing

Retention – 45 days provided no action pending

Media Type – Digital

Ms. Schoning stated they would like to take "tapes" out of the description and change the retention period to "45 days, provided no pending action". The media type is also being changed to "digital" since no VHS (video tapes) exist.

Mr. Somerville stated that VHS tapes have not been used for the last seven years. The retention scheduled had remained unchanged since there were numerous VHS tapes involved in pending court cases. Those tapes have all been cleared out and they no longer have any.

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

Ms. Schoning stated that we now have a formal Fleet division and they maintain these types of records for all city vehicles.

Mr. Somerville stated he no longer sees any paper work regarding police fleet service requests.

Mr. Smith asked what the rational was behind the 5 year retention.

Ms. Schoning answered that she spoke to Mr. Syler about this and that is how long they are keeping them. Ms. Schoning will review this with Mr. Syler in the near future.

Mr. Smith stated he was fine with it.

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

Mr. Somerville stated the Police Department began using ALPR this year in cruisers and fixed locations. Cameras scan license plates as cars pass and are automatically checked against a database of hot file entries such as stolen vehicles, amber alerts and wanted persons. The reason for the record retention request is that data becomes valuable to Police from an investigative perspective. A one year retention is sufficient for Police purposes.

Ms. Schoning motioned to approve all agenda items submitted by the Police department. Mr. O'Brien seconded the motion. Motion carried.

Ms. Schoning stated that Ms. Nardecchia of Volunteers Resources was unable to attend the Records Commission Meeting. Ms. Schoning stated she met with Ms. Nardecchia about the agenda items and should be able to answer most questions. If there are questions, the item can be tabled until next meeting pending clarification.

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

Ms. Colwell questioned why the retention period for Volunteer Records was 10 years. Ms. Schoning replied that some volunteers start at a very young age. Ms. Nardacchia has found that many of them request their service information for college applications and employment applications and she wants the ability to provide that information.

Ms. Schoning motioned to approve adding the three record series for Volunteer Records. Ms. Colwell seconded the motion. Motion carried.

Roundtable

There were no items for Roundtable.

The next meeting will be Monday, July 11, 2016 at 9 am at City Hall.

Meeting adjourned at 9:26 am