



## **CITY OF DUBLIN RECORDS COMMISSION**

### Meeting Minutes

Date of Meeting: January 22, 2015

Present: Lisa Wilson, Court Administrator; Jerry O'Brien, Chief Accountant; Laura Colwell, Resident Representative; Diane Jayaraman, Records Management Technician

Absent: Mitch Banchefsky, Assistant Law Director

Date of Next Meeting: July 23, 2015 at 9 a.m. in Council Chambers

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### **Roll Call**

Ms. Wilson called the meeting to order at 9:18 a.m.

### **Review/Approval of Meeting Minutes from July 17, 2014**

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

### **Old Business**

Mitch Banchefsky – Incarcerated individuals and the retention of "Offense Reports; Major Case Files"

This has been tabled until next meeting due to Mr. Banchefsky's absence.

### **New Business**

#### **Human Resources (510) 510-13-402 "I-9 Forms"**

Change Retention – 3 years after date of hire or 1 year after termination, whichever is later.

Ms. Jayaraman explained Federal Guidelines require the addition of 'whichever is later' to the retention description. Ms. Wilson motioned to add 'whichever is later' to the description. Ms. Colwell seconded the motion. Motion carried.

### **Roundtable**

The next meeting will be Thursday, July 23 at 9:00 a.m. at City Hall  
Meeting adjourned at 9:23 a.m.