



## **CITY OF DUBLIN RECORDS COMMISSION**

### Meeting Minutes

Date of Meeting: July 11, 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; Jennifer Delgado, Legislative Affairs

Absent:

Date of Next Meeting: January 12, 2017 at 9 a.m. in Council Chambers

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### **Roll Call**

Ms. Schoning called the meeting to order at 8:56 a.m.

### **Review/Approval of Meeting Minutes from January 21, 2016**

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

### **Community Relations (530)**

#### **Add "Digital Recordings of Public Meetings"**

Retention – 1 year

Media type – Digital

Ms. Schoning and Mr. Edwards of Community Relations discussed the retention period and decided on one year due to space limitations on the server.

Mr. Smith motioned to approve the addition of "Digital Recordings of Public Meetings".

Ms. Schoning seconded the motion. Motion carried.

### **Legislative Affairs (540)**

#### **Add "Board and Commission Non-Appointee Applications"**

Retention – 3 years

Media type – Paper and/or Digital

Ms. Schoning stated she and Ms. Delgado discussed this through emails. Ms. Delgado added that Legislative Affairs was trying to keep consistent and mirror HR non-hire applications. Mr. Smith stated three years seemed like a long time. Ms. Delgado stated

City Council members ask for past applications when there is a vacancy and will consider past applicants to fill the vacancy.

Ms. Schoning motioned to approve the addition of "Board and Commission Non-Appointees". Mr. Smith seconded the motion. Motion carried.

### **Roundtable**

There were no items for Roundtable.

The next meeting will be Thursday, January 12, 2017 at 9 am at City Hall.

Meeting adjourned at 9:03 am