



CITY OF DUBLIN RECORDS COMMISSION

Meeting Minutes

Date of Meeting: July 23, 2015

Present: Lisa Wilson, Court Administrator; Mitch Banchefsky, Assistant Law Director; Jerry O'Brien, Chief Accountant; Laura Colwell, Resident Representative; Diane Jayaraman, Records Management Technician; Ron Whittington

Absent:

Date of Next Meeting: January 21, 2015 at 9 a.m. in Council Chambers

Roll Call

Ms. Wilson called the meeting to order at 9:08 a.m.

Review/Approval of Meeting Minutes from January 22, 2015

Ms. Wilson motioned to approve the minutes from the last meeting. Mr. O'Brien seconded the motion. Motion carried with Mr. Banchefsky abstaining since he was not present at the meeting.

Ms. Wilson stated that she and Mr. Whittington reviewed the HR/Risk Management portion of the retention schedule and Mr. Whittington would like to make the following changes. Ms. Wilson referred to Mr. Banchefsky to decide whether to vote on each item or as a whole. Mr. Banchefsky responded that the vote would be held until the end unless it was deemed an individual vote was needed.

Human Resources (510)

510-97-283 "Employee Exposure Records"

Description - Remove "material"

Ms. Wilson asked Mr. Whittington if this change was being made because the forms are no longer called "material safety data sheets". Mr. Whittington confirmed the form name was changed due to state and federal regulations.

510-11-081 "Employee Retention"

Description – Remove "hepatitis B vaccinations, employee exposure to blood borne pathogen records, noise exposure records, audiometric test records"

Ms. Wilson stated the records in the description are being removed from this series and will become their own series.

Add "Hepatitis B Vaccinations"

Retention – 1 year after termination

Media type – Paper and/or Digital

Add "Employee Exposure to Blood Borne Pathogens"

Retention – Permanent

Media type – Paper and/or Digital

Add "Audiometric Testing"

Retention – 20 years

Media type – Paper and/or Digital

510-08-100 "General Insurance Claims/Accident Reports/Property Damage"

Record Series – Change name to "General Liability Insurance Claims"

Description – Remove "P-27"

Ms. Colwell asked if this was due to a renumbering of the form. Mr. Whittington confirmed this and stated there are now 2 additional P-27 forms. Ms. Wilson stated the P-27 forms will be their own series and will be addressed shortly.

Add "City Property Damage Claims"

Retention – 5 years

Media Type – Paper and/or Digital

Ms. Wilson asked if these records were part of record series 510-08-100, General Insurance Claims/Accident Reports/Property Damage. Mr. Whittington confirmed and stated this is being requested since these are property claims, which are closed out quickly. General insurance claims are injury type claims which can remain open for as many as 20 years. Ms. Wilson stated that by separating the two types of claims, we will not have to keep the property damage claims as long, since it isn't necessary.

Add "P-27 Forms"

Description – P-27E, P-27S and P-27T non-injury damage reports

Retention – 5 years

Media Type – Paper and/or Digital

Ms. Colwell asked if the letter descriptions after each P-27 were industry standard terms. Mr. Whittington replied that the terms were specific to the City of Dublin.

Ms. Colwell asked for clarification on the E, S and T after the P-27 and requested these clarifications be added after each P-27 for better understanding by non HR persons reading the reports:

P-27E – Employee Injury Investigation Report

P-27S – Supervisor Incident Report

P-27T- Accident Review Team Summary

Ms. Wilson stated explanations of the forms would be added to the description.

Add "General Liability Insurance Claims Involving Minors"

Retention – 20 years or until claim is settled

Media Type – Paper and/or Digital

510-11-101 "General Insurance Coverage Risk Management"

Record Series – change name to "General Insurance Policies"

Description – Remove entire description

Retention – 20 years

Ms. Colwell asked if the requests for the proposals were going to be added. Mr. Banchevsky stated it was the next agenda item. Ms. Colwell asked why remove the description and Mr. Whittington stated that they wanted to break it out so it could become its own series. Mr. Whittington stated that we do not need to keep the requests for proposals for 20 years but we do need to keep the policies for that long.

Add "Insurance Request for Proposals"

Retention – 3 years

Media Type – Paper and/or Digital

Ms. Colwell asked if the record series was going to include "risk management related reference materials and correspondence related proposals" which was removed from 510-11-101 description. Mr. Whittington confirmed this. Ms. Wilson stated "risk management related reference materials and correspondence related proposals" would be added to the description.

510-08-145 "Post Accident/Random Drug and Alcohol Testing"

Remove from schedule

Ms. Wilson stated this series is a duplicate of 510-13-399.

Add "P-26 Forms"

Description – P-26E and P-26S, injury investigation reports and committee investigation reports

Retention – 10 years

Media Type – Paper and/or Digital

Ms. Colwell asked if the clarifications after each P-26 could be added:

P-26E – Employee Injury Investigation Report
P-26S – Supervisor Injury Investigation Report

Ms. Wilson stated they would be added to the description.

510-13-220 "Worker's Compensation; Form P-26 (OSHA 101)

Remove "Form P-26" from title

Retention – Permanent

Ms. Wilson stated she listed permanent on the agenda but had since received an email from Mr. Whittington requesting a 50 year retention period. Ms. Wilson asked Mr. Whittington to explain these documents.

Mr. Whittington stated the City of Dublin has been self-insured since 2006 and has found that 20-30 years after an injury claim has been made, claims have been reopened. They are seeing an increase in the number of claims being reopened.

Ms. Wilson would prefer anything other than permanent. Ms. Wilson questioned whether 50 years is long enough and that maybe something in between 50 years and permanent would be best. Mr. Banchefsky stated it was a policy decision and we could go longer. Ms. Colwell asked why not keep them permanently. Ms. Wilson stated that she doesn't think the records have any value once a person is no longer alive and that these records have no historical value. Mr. Banchefsky agreed that the record would have no value if the person was no longer alive. Ms. Colwell asked if there was any difference in media type between retaining them for 50 years versus 70 years. Ms. Wilson stated there was not any difference.

Mr. Whittington said that the TPA stores these records off site but he did not know for how long. Ms. Wilson said she would be more comfortable making the retention period 70 years instead of permanent. All members agreed on 70 years.

Add "Noise Exposure Reports"

Retention – 30 years

Media Type – Paper and/or Digital

Ms. Wilson stated this is another record series that was pulled out of "Employee Retention" to become its own series.

Add "Safety Training Documentation"

Retention – 30 years

Media Type – Paper and/or Digital

Ms. Colwell asked for clarification of this record series. Mr. Whittington stated it is any OSHA required safety and health training for employees and specific equipment training. This primarily training that involves Maintenance and Rec Center staff.

Ms. Colwell asked what the retention period for the Police Department safety training is and if this should coincide with their retention period. Ms. Wilson stated that Police has a "Personnel Training Records" series which has a permanent retention period. Mr. Whittington said the Police keep their own records and this should be a separate record series. Ms. Wilson stated non police personnel could be added to the description.

Ms. Colwell questioned whether 30 years was long enough from a legal perspective. Mr. Banchefsky stated he was wondering if it was too long. Mr. Banchefsky said to add non-Police to the description and he is fine with the 30 year retention.

Mr. Banchefsky motioned to adopt all record series on the agenda currently designated as or to be designated as 510. Ms. Colwell seconded the motion.

Finance (600)

Add "Dublin Irish Festival Reports"

Description – Annual report for DIF activity, supporting schedules for DIF sales and bank deposits, Sharing o' the Green partnership distribution report, refunds documentation and organization agreements

Retention – 5 years

Media Type Paper and/or Digital

Ms. Wilson moved to add "Dublin Irish Festival Reports" to the record series. Mr. Banchefsky seconded the motion.

Old Business

Offense Reports Major Case Files

This was tabled from last meeting due to Mr. Banchefsky's absence and is a follow up from the July 21, 2014 meeting. Chief von Eckartsburg had raised a question about a defendant who is still incarcerated after 30 years. Mr. Banchefsky stated that Senate Bill 77 has spelled out very clearly and specifically how to handle such matters and deals with biological evidence only. The AG's office has more information pertaining to the laws and Dublin Police will follow their protocols. Mr. Banchefsky stated as long as Dublin stayed within the 30 year retention they would be fine. Ms. Wilson added that the retention is 32 years. Ms. Wilson also pointed out that the 30 year requirement is for biological evidence and that we are choosing to keep the offense reports for the same amount of time. There is nothing in Senate Bill 77 which states that the reports must be kept for that long.

Roundtable

Mr. Banchefsky read an email records request his office received that was very broad and vague. It was an example of how frivolous some requests can be.

Ms. Wilson added because of changes in the City's organizational structure, the Retention Schedule Division numbers may be different the next time it is sent out. A cheat sheet will be included.

The next meeting will be January 21, 2016 at 9 am at City Hall. Ms. Wilson moved to adjourn the meeting. Mr. O'Brien seconded the motion. Motion carried. The meeting was adjourned at 9:56 a.m.