



CITY OF DUBLIN

RECORDS COMMISSION

Meeting Minutes

Date of Meeting: January 12, 2017

Present: Lisa 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, Technical Services Bureau

Absent:

Date of Next Meeting: July 13, 2017 at 9 a.m. in Council Chambers

Roll Call

Ms. Schoning called the meeting to order at 8:58 a.m.

Review/Approval of Meeting Minutes from July 11, 2016

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

Police (100)

Add "Police Trainee Scenario Videos"

Retention – Until employee's probationary period is over
Media type – Digital

Mr. Somerville stated because the Police Department is running out of digital media storage space, it was agreed upon by the management team that the retention period of these videos would be until the employee's probationary period is over. Mr. Somerville also stated the value of these recordings is limited as they are used as a learning tool to improve the employee's reaction to situations and hone in on their skill levels. If an employee is injured during training, the video becomes part of the injury record. After researching how other area Police Departments retain their videos, it was decided on the proposed retention period.

Ms. Schoning motioned to approve the addition of "Police Trainee Scenario Videos". Mr. Smith seconded the motion. Motion carried.

Finance (600)

Add "Sales Tax Returns and Supporting Documentation"

Retention – 4 years

Media type – Paper and/or Digital

Mr. O'Brien stated this sales tax is collected on merchandise the City sells and an annual state tax return is filed.

Ms. Schoning motioned to approve the addition of "Sales Tax Returns and Supporting Documentation". Mr. Smith seconded the motion. Motion carried.

Add "Local and State Government Finance Survey Documentation"

Description – Quarterly and annual financial survey information submitted to the US Census Bureau

Retention – 3 years

Media type – Paper and/or Digital

Mr. O'Brien stated this information is submitted on a voluntary basis every quarter and annually to the US Census Bureau. Because it is a voluntary program it was decided a 3 year retention was sufficient.

Ms. Shoning motioned to approve the addition of "Local and State Government Finance Survey Documentation". Mr. Smith seconded the motion. Motion carried.

Tax (610)

Add "Income Tax Check Payments Deposited Electronically"

Retention – 90 days

Media Type – Paper

Mr. O'Brien stated with the City's recent change of banks from Chase to US Bank, it is now possible to electronically scan and deposit income tax checks received by the City avoiding a trip to the bank. US Bank told Mr. O'Brien the minimum retention is 15 days therefore it was decided to ask for a 90 day retention period.

Ms. Shoning motioned to approve the addition of "Income Tax Check Payments Deposited Electronically". Mr. Smith seconded the motion. Motion carried.

Roundtable

Ms. Colwell expressed that she would like to continue to be the resident member of the Records Commission and was not sure if she needed to reapply. Ms. Colwell's term is up on March 31, 2017 and lasted for 3 years. Ms. Schoning said she would find out the proper procedure and get back to Ms. Colwell.

The next meeting will be Thursday, July 13, 2017 at 9 am at City Hall.

Ms. Shoning motioned to adjourn the meeting. Mr. O'Brien seconded the motion.
Motion carried.

Meeting adjourned at 9:10 am.

Sharon Hague
Recording Secretary