



**Council Chambers @ Dublin Justice Center
Records Commission Meeting
February 7, 2019 9:00 AM**

- **Roll Call**
- **City Council Audio Records Discussion – Doug McCollough, Chief Information Officer**
- **Review/Approval of Meeting Minutes from August 8, 2018**
- **Facilities Management (330)**
 - Add "Custodial Work Plans"**
 - Description – Guidelines, policies and procedures related to custodial staff
 - Retention – Until no longer of administrative value
 - Media type – Paper and/or digital
 - Add "Custodial Inspection Reports"**
 - Description – Internal quality control documents
 - Retention – 3 years
 - Media type – Paper and/or digital
- **Court Services (520)**
 - 520-92-021 Change series title from "Bank Statements" to "Bank Statements, Cancelled Checks and Reconciliations"**
 - Change retention period from "3 years provided audited" to "7 years provided audited"
- **Finance (600)**
 - Add "Tax Incentive Review Council (TIRC) Reports"**
 - Description – Meeting documentation and report filed with the State of Ohio
 - Retention – Permanent
 - Media type – Paper and/or digital
 - Add "Community Reinvestment Area (CRA) Reports"**
 - Description – Meeting documentation and report filed with the State of Ohio
 - Retention – Permanent
 - Media Type – Paper and/or digital
 - 600-03-003 "Accounting Journals"**
 - 600-01-365 "Accounts Receivable – Non-Collectable Files"**
 - 600-92-060 "Annual Financial Report Working Papers"**
 - 600-92-019 "Bank Records"**

600-92-087 "Expense Reimbursement Files"

600-92-118 "Investment Activity"

600-05-165 "Purchase Orders"

600-92-246 "Receipts "(City Wide)"

600-92-174 "Request for Taxpayer Information"

Change retention period from "3 years provided audited" to "7 years provided audited"

600-92-020 Change series title from "Bank Statements and Cancelled Checks" to "Bank Statements, Cancelled Checks and Reconciliations"

Change retention period from "3 years provided audited" to "7 years provided audited"

600-17-431 "Local and State Government Finance Survey Documentation"

Change retention period from "3 years" to "7 years"

600-11-136 "Payroll Computer Reports"

Change description from "Detail bi-weekly payroll reports and monthly reports/Kronos Time Post/Kronos Change Form/Leave request/Adjustments/W-4's" to "Detail bi-weekly payroll reports and monthly reports, time change form, leave requests, adjustments and W-4's"

Add "Detailed Timekeeping Payroll Records"

Description – Records for which wage computations are based; digital time cards and work/time schedules

Retention – 3 years provided audited

Media type – Paper and/or digital

600-14-064 "Contracts/Agreements"

Move to 800 series

Description – Change from "Construction contract documents and professional service documents" to "Construction contracts and professional/technical service agreements"

➤ **City-Wide (800)**

800-92-223 "Contracts/Agreements (copies)"

Change description from "Originals maintained by Finance" to "Copies of construction contracts and professional/technical service agreements"

➤ **Roundtable**

Next commission meeting date

➤ **Adjourn**