



## **CITY OF DUBLIN**

### **RECORDS COMMISSION**

#### Meeting Minutes

Date of Meeting: July 13, 2017

Present: Lisa Schoning, Court Administrator; Thad Boggs sitting in for Stephen Smith, Assistant Law Director; Jerry O'Brien, Chief Accountant; Laura Colwell, Resident Representative; Diane Jayaraman, Records Management Technician;

Absent:

Date of Next Meeting: January 11, 2018 at 9 a.m. in Council Chambers

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#### **Roll Call**

Ms. Schoning called the meeting to order at 9:06 a.m.

#### **Review/Approval of Meeting Minutes from January 12, 2017**

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

#### **Events (210)**

##### **210-10-370 "Community Event Permit Application"**

Change Retention to 20 years

Ms. Jayaraman stated that Events would like to change the retention period for this record series to 20 years due to Hold Harmless Liability Release Forms having a 20 year retention period. These release forms are part of the permit application. Ms. Colwell asked if the 'Hold Harmless Liability Release' form was listed in the description and if it was shown on another retention schedule. Ms. Wilson explained that these forms are in the 800 series and have a retention of 20 years. This change was requested due to 'Hold Harmless Liability Release' forms that are included in the applications and are currently retained for 20 years. This change would bring the retention schedule in line with the current practice and does not significantly affect



the amount of paper to be stored. Ms. Wilson motioned to approve changing the retention to 20 years. Mr. O'Brien seconded the motion. Motion carried.

**Recreation Services (220)**

**220-10-371 "Incident Forms"**

Move Record Series to City-Wide portion of Retention Schedule

Ms. Schoning stated Events and Recreation Services both use 'Incident Forms' and rather than create another record series in Events for incident forms, they would like to move it to the city-wide portion of the retention schedule thus allowing anyone access. Ms. Schoning motioned to approve moving 'Incident Forms' to the City-Wide portion of the Retention Schedule. Ms. Colwell seconded the motion. Motion carried.

**220-10-292 "Facilities Contracts"**

Move Record Series to City-Wide portion of Retention Schedule

Add "Kaltenbach Community Center" to the description

Ms. Schoning stated the same reasons apply to this being moved to the city-wide portion of the retention schedule, allowing Events and Recreation Services access. In addition, the City has taken over Kaltenbach Park from Washington Township and needs to be added to the list of Facility Rentals. Ms. Schoning motioned to move the record series to the City-Wide portion of the Retention Schedule and to add Kaltenbach Community Center to the description. Mr. O'Brien seconded the motion. Motion carried.

**Roundtable**

No items were added.

The next meeting will be Thursday, January 11, 2018 at 9 am at City Hall.

Ms. Schoning motioned to adjourn the meeting. Mr. O'Brien seconded the motion. Motion carried. Meeting adjourned at 9:15 am.

Sharon Hague

Recording Secretary

