



CITY OF DUBLIN

RECORDS COMMISSION

Meeting Minutes

Date of Meeting: January 11, 2018

Present: Lisa Schoning, Court Administrator; Stephen Smith, Assistant Law Director; Jerry O'Brien, Chief Accountant; Laura Colwell, Resident Representative; Diane Jayaraman, Records Retention Technician;

Absent:

Date of Next Meeting: July 19, 2018 at 9 a.m. in Council Chambers

Roll Call

Ms. Schoning called the meeting to order at 9:02 a.m.

Review/Approval of Meeting Minutes from July 13, 2017

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

Events (210)

Add "Showmobile Applications"

Description – Mobile stage rental for community events

Retention – 5 years

Media Type – Paper and/or Digital

Mr. Smith stated the 5 year retention seemed a bit long. Ms. Schoning agreed. Ms. Colwell asked if the time length was due to possible damage to the Showmobile. Mr. Smith replied no. Ms. Wilson stated there wasn't a large volume of records so the 5 year retention did not create a storage problem. Ms. Wilson motioned to add "Showmobile Applications". Mr. Smith seconded the motion. Motion carried.

Add "Block Party Requests"

Description – Block party requests from neighborhood leadership associations, trailer with equipment (tables, chairs, tents, etc.)

Retention – 2 years

Media Type – Paper and/or Digital

Ms. Schoning stated this was self-explanatory. Ms. Colwell stated it seemed strange that this one was for 2 years and the other one was for 5 years because they are so similar but had no problem with it. Ms. Schoning motioned to add "Block Party requests". Mr. Smith seconded the motion. The motion carried.

Public Works (300)

Move "510-92-149 Prevailing Wage reports" from 510 series to 300 series

Retention – Change from 15 years after project completed to 4 years after final pay request

Ms. Schoning asked Mr. Smith to explain the change since he did the research pertaining to this agenda item. Mr. Smith stated that he found the retention period for prevailing wages varies widely among communities. The period of time that someone has to file a claim is much lower than 15 years. Mr. Smith stated the suggested retention period of 4 years is longer than both the state and federal requirements and moving it from Human Resources to Public Works made more sense. Mr. O'Brien asked Mr. Smith what the requirement would be for federal grants. Mr. Smith replied he looked at all the federal and state prevailing wage standards and related statutes which included the Davis Bacon Act and the Fair Labor Standards Act but didn't look specifically for grants. The longest retention period was 3 years so he felt comfortable with the 4 year period. Ms. Schoning stated that changing it to 'after final pay request' from 'after project completed' also gave them some extra cushion. Ms. Colwell inquired how it would be tracked and Mr. Smith replied that there is a prevailing wage coordinator who is responsible for keeping track of each project and that the city is required by law to have someone keep track of these. Ms. Colwell asked if other communities were doing something similar. Mr. Smith stated they looked at others and it wasn't really consistent but that 15 years was still longer than most of them. Ms. Schoning added that the Ohio Municipal Records Manual recommended retention period for these records is 3 years. Ms. Schoning motioned to move 510-92-149 Prevailing Wage reports from 510 series to 300 series and change the retention from 15 years after project completed to 4 years after final pay request. Mr. Smith seconded the motion. Motion carried.

Finance (600)

Add "Community Reinvestment Area"

Description – Legislation, report filings and documentation

Retention – Permanent

Media Type – Paper and/or Digital

Mr. O'Brien stated the documentation for CRA's was set in line with the requirements for TIFF legislation which is permanent. Mr. Smith added CRA areas allow property tax exemptions for new builds or restoration projects. A CRA might be established but no one builds on the parcel for 20 years so you may end up with a 30 year CRA. These tend to go on forever. Annual reports are made to ensure that the CRA guidelines are being followed. Ms. Schoning motioned to add "Community Reinvestment Area". Mr. Smith seconded the motion. Motion carried.

Add "Tax Incentive Review Council/Housing Council Reports"

Description – Agendas, reports, meeting minutes

Retention – 7 years

Media type – Paper and/or Digital

Mr. O'Brien requested that the retention period of 7 years as listed above be changed to permanent. Mr. Smith added that the Tax Incentive Review Council is the same body that reviews CRA annual reports so making the retention the same length makes sense. Ms. Schoning motioned to add "Tax Incentive Review Council/Housing Council Reports". Mr. Smith seconded motion. Motion carried.

Add "Unsold Irish Festival Tickets"

Retention – 1 year provided audited

Media type - Paper

Mr. O'Brien stated he uses the unsold DIF tickets to reconcile the sold tickets and are kept in case the auditors have questions. Ms. Colwell asked why it is specific to DIF and why not tickets sold for Independence Day insuring protocol across the board. Mr. Smith replied DIF tickets are purchased from a third party vendor and Independence Day tickets are in-house. Mr. Smith motioned to add "Unsold Irish festival Tickets". Ms. Colwell seconded the motion. Motion carried.

Roundtable

No items were added.

The next meeting will be Thursday, July 19, 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 9:23 am.

Sharon Hague
Recording Secretary