



Council Chambers Records Commission Meeting July 23, 2020 9:00 AM

- **Roll Call**
- **Swearing in of New Member – Kathy Eberhart**
- **Review/Approval of Meeting Minutes from February 6, 2020**
- **Park Operations (230)**
 - Add “Park Development Project Files and Plans”**
 - Description – Documentation related to the development of parkland.
 - Retention – Permanent
 - Media Type – Paper and/or Digital
 - Finance (600)**
 - Add “Independence Day Reconciliation” (Tabled)**
 - Request to add has been withdrawn. The following 2 record series changes will account for these records.
 - 600-15-422 “Dublin Irish Festival Reports”**
 - Record Series Title – Change to “Special Event Reports”.
 - Description – Change from “Annual report for DIF activity, supporting schedules for DIF sales and bank deposits, Sharing o’ the Green partnership distribution reports refunds documentation and organization agreements” to “Reports, supporting schedules for financial activity, documentation for refunds and organization agreements”.
 - Retention – Change from “5 years” to “7 years”.
 - 600-18-437 “Unsold Irish Festival Tickets**
 - Record Series Title – Change to “Unsold Event Tickets”.
 - 600-11-199 “Timesheets (No longer used)”**
 - Remove from schedule. No records exist and are no longer created.
 - 600-10-211 “Vouchers”**

Retention – Change from “10 years provided audited, maintain paper for 3 years and then 7 years electronically” to “10 years provided audited”.

➤ **Approval of Items to be Destroyed**

➤ **Roundtable**

Next commission meeting date

➤ **Adjourn**