



**CITY OF DUBLIN
RECORDS COMMISSION
MEETING MINUTES**

Date of Meeting: August 8, 2019

Present: Lisa Schoning, Director of Court Services; Stephen Smith, Assistant Law Director; Laura Colwell, Resident Representative

Absent: Jerry O'Brien, Chief Accountant

Date of Next Meeting: February 6, 2020 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 February 7, 2019

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

Police (100)

100-92-069 Change series title from "DARE Lesson Plans/Classroom Activities" to "Community Education Programs"

Description – Program documentation, lesson plans, rosters, sign in sheets and program evaluations

Retention – 2 years (no change)

Media type – Paper and/or digital

Ms. Schoning met with Sgt. Renee Rice, who recently took over the Community Education Unit (CEU). Because DARE is no longer taught by the Dublin Police Department, they are requesting a change to the record series title to encompass all educational programs. Mr. Smith motioned to change the series title from "DARE Lesson Plans/Classroom Activities" to "Community Education Programs". Ms. Schoning seconded the motion. Motion carried.

Delete 100-92-070 "DARE program event documentation"

Records no longer exist and are no longer created

Ms. Schoning stated that since no DARE program event records exist and none are being created, there is no need to keep the record series on the schedule. Mr. Smith motioned to

delete "DARE program event documentation" from the record series. Ms. Colwell seconded motion. Motion carried.

"Copies" Discussion

At the last meeting, Mr. Smith voiced some concern over the word "copies" in the 800 series of the retention schedule, but because of time restrictions, it was tabled until today. After some discussion, Mr. Smith stated he has since thought of different instances in which the term 'copies' is used. Although he was initially bothered by the word 'copies', he does not propose we make any changes.

Roundtable

No items were added.

The next meeting will be Thursday, February 6, 2020 at City Hall

Ms. Schoning motioned to adjourn the meeting. Ms. Colwell seconded the motion. Motion carried. Meeting adjourned at 9:14 am.

Sharon Hague
Recording Secretary