



## **CITY OF DUBLIN RECORDS COMMISSION MEETING MINUTES**

Date of Meeting: February 6, 2020

Present: Lisa Schoning, Director of Court Services; Jesse Shamp, sitting in for Stephen Smith, Assistant Law Director; Laura Colwell, Resident Representative, Jerry O'Brien, Chief Accountant

Absent:

Date of Next Meeting: July 23, 2020 at 9 a.m. in Council Chambers

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### **Roll Call**

Ms. Schoning called the meeting to order at 9:01 a.m.

### **Review/Approval of Meeting Minutes from August 8, 2019**

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

### **Streets and Utilities (310)**

#### **310-92-104 "Grant Files"**

Move to 800 series

Description – Change from "Awarded grant application, agreements, approvals and compliance requirements" to "Grant awards and all related documentation"

Retention – Change from "As specified in grant document or expiration of grant, 3 years provided audited" to "7 years after expiration of grant"

### **City-Wide (800)**

#### **800-93-297 Grant Files (copies)**

Change description from "Originals maintained by Finance – copies of awarded applications and supporting documentation for the grant" to "Copies of grant awards and all related documentation"

Ms. Schoning stated Mr. O'Brien originally submitted the request of "Grant Files" to be included on the retention schedule under Finance. Ms. Schoning started looking into Grant Files because she believed it was already on the retention schedule and found it under Streets and Utilities. At one point it was under Finance but in the late 1990's it was moved to Streets and Utilities. Ms. Schoning said it made more sense to put it in the 800 series

because many departments have their own grant files. Finance may have copies but not necessarily the original. To maintain consistency, Ms. Schoning suggested treating these records the same way as "Contracts/Agreements" and "Contracts/Agreements (copies)" by placing the "Grant Files" in the 800 series along with "Grant Files (copies)" that are already in the 800 series and changing the description to "Copies of grant awards and all related documentation" to mirror the originals. Ms. Schoning motioned to approve moving the "Grant Files" from the Streets and Utilities section of the retention schedule to the 800 series with the noted description and retention change and then change the description of grant files copies that is already in the 800 series to the noted description on the agenda. Mr. Shamp seconded the motion. Motion carried.

### **Court (520)**

#### **Add "Mayor's Court Education Certificates"**

Description – Training certificates from Ohio Municipal League for Magistrates, Mayors and Vice-Mayors

Retention – 21 years

Media type – Paper and/or digital

Ms. Schoning said the rationale for keeping the certificates for 21 years is the ORC has provisions that reference second or third OVI's within 20 years. We would want to keep the certificate in case one of those convictions were called into question. Mr. Shamp added that it was best to keep them in case someone challenges their OVI conviction from 20 years ago. This would enable us to show that our magistrates were certified at the time of sentencing. Ms. Schoning motioned to approve adding "Mayor's Court Education Certificates" to the retention schedule with the description of "Training certificates from the Ohio Municipal League for magistrates, mayors and vice mayors" with the retention of 21 years and media type of Paper and/or digital. Mr. Shamp seconded the motion. Motion carried.

### **Finance (600)**

#### **600-11-136 "Payroll Computer Reports"**

Change description from "Detail bi-weekly payroll reports and monthly reports, time change forms, leave requests, adjustments and W-4's" to "Detail bi-weekly reports, time change forms, adjustments, W-4's, deduction forms and processing forms"

Ms. Schoning stated Linda Glick submitted this request due to changes in software and how they presently process payroll. Ms. Glick is requesting monthly reports and leave requests be removed and adding deduction forms and processing forms to the description. Ms. Schoning motioned to approve the description change to "Payroll Computer Reports". Ms. Colwell seconded the motion. Motion carried.

Mr. O'Brien pointed out to Ms. Schoning that he noticed the bed tax change he wanted to include in today's meeting was missing on the agenda. Mr. Shamp motioned to amend the agenda to read:

**Move the following two items from the 610 Tax section to 600 Finance section:**

**610-92-108 Hotel/Motel Tax Applications**

**610-96-167 Hotel/Motel Tax Distributions**

Ms. Schoning seconded the motion. Motion Carried.

Ms. Schoning confirmed with Mr. O'Brien that there were no changes to the retention period or media type. Ms. Schoning motioned to approved moving the two items from 610 Tax section to 600 Finance section. Mr. Shamp seconded the motion. Motion carried.

**600-11-138 "Payroll Personnel Files"**

Change description from "Copies of personnel action forms, payroll changes, deduction authorization, memos, etc." to "Copies of personnel action forms, deduction authorizations, memos, etc."

Ms. Schoning stated this was another item submitted by Linda Glick to delete "payroll changes" from "Payroll Personnel Files" description since these are kept in employees' personnel files. Ms. Schoning motioned to approve the description change to "Payroll Personnel Files" 600-11-138. Mr. Shamp seconded the motion. Motion carried.

**Add "Purchasing Card Reports"**

Description – Purchasing card reports, receipts, invoices and supporting documentation related to purchasing card transactions  
Retention – 7 years provided audited  
Media type – Paper and/or digital

Ms. Colwell asked what a purchasing card is. Mr. O'Brien explained purchasing cards are like credit cards but are more restrictive and are used primarily for online purchases or purchases where there wasn't time to go through the purchase order process. Ms. Colwell added that it was similar to a business card, where purchases are made then receipts turned in. Ms. Schoning moved to approve adding "Purchasing Card Reports". Mr. O'Brien seconded the motion. Motion carried.

**Add "Permissive Tax Documents"**

Description – Permissive tax account reports from the county auditor and related supporting documentation for the account  
Retention – 7 years provided audited

Media type – Paper and/or digital

Ms. Schoning moved to approved adding “Permissive Tax Documents”. Mr. Shamp seconded the motion. Motion carried.

**Add “Independence Day Reconciliation”**

Description – The reconciliation of the proceeds from the Fourth of July event, supporting documentation and any remaining wristbands  
Retention – 7 years provided audited  
Media type – Paper and/or digital

Ms. Colwell asked if “Independence Day Reconciliation” should encompass other reconciliations of special events instead of having a record series for each event on the retention schedule. After some discussion, members agreed that there should be one record series for unsold ticket/wristbands and one record series for reconciliations. Mr. O’Brien will look into it and submit an agenda item for the next meeting. Mr. Shamp motioned to table the item until the meeting. Ms. Colwell seconded the motion. Motion carried.

**Approval of Items to be Destroyed**

Ms. Schoning explained this was a new agenda item. Ms. Schoning and Mr. Smith had a discussion and thought it would be a good idea for the Records Commission to start approving the records that are scheduled to be destroyed in the coming year. Ms. Schoning referred to the Destruction Log for 2020. She said it was possible that she may have more items to add for the next meeting. Ms. Schoning motioned to approve the Destruction Log for 2020. Mr. Shamp seconded the motion. Motion carried.

**Roundtable**

Ms. Colwell said that staff does a great job with the meetings. Every single time that she attends the meetings, it is perfect. Ms. Schoning thanked her for the compliment.

The next meeting will be Thursday, July 23, 2020, 9:00 am at City Hall

Ms. Schoning motioned to adjourn the meeting. Ms. Colwell seconded the motion. Motion carried. Meeting adjourned at 9:30 am.

Sharon Hague  
Recording Secretary