



CITY OF DUBLIN RECORDS COMMISSION MEETING MINUTES

Date of Meeting: July 23, 2020

Present: Lisa Schoning, Director of Court Services; Stephen Smith, Assistant Law Director; Kathy Eberhart, Resident Representative, Jerry O'Brien, Chief Accountant

Absent:

Date of Next Meeting: January 21, 2021 at 9 a.m. in Council Chambers

Swearing in of new Resident Representative

Mr. Smith swore in Kathy Eberhart, the new Resident Representative.

Roll Call

Ms. Schoning called the meeting to order at 9:19 a.m.

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

Mr. Smith asked if there was any justification provided by the Parks Department as to why the retention period being requested was permanent. Ms. Schoning replied no reason was given. Mr. Smith motioned to add "Park Development Project Files and Plans" to the retention schedule. Ms. Schoning seconded the motion. Motion carried.

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Request to add has been withdrawn.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”.

Mr. Smith asked if there was a change in the retention of “Unsold Irish Festival Tickets”. Ms. Schoning replied there was not. Mr. Smith motioned to approved all three items – the withdrawal of “Independence Day Reconciliation”, the changes to 600-15-422 “Dublin Irish Festival Reports” and 600-18-437 “Unsold Irish Festival Tickets”. Ms. Schoning seconded the motion. Motioned carried.

600-11-199 “Timesheets (No longer used)”

Remove from schedule. No records exist and are no longer created.

Ms. Schoning stated that timesheets have not been used in 7 years due to an electronic time keeping system. Mr. Smith motioned to remove 600-11-199 “Timesheets” from the schedule. Ms. Schoning seconded the motion. Motion carried.

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”.

Ms. Schoning stated paper vouchers are no longer created or kept. Mr. Smith asked what paper vouchers entailed. Mr. O’Brien replied that they were expenditures, purchase orders and invoices, which are kept electronically in Finance’s accounting system.

Ms. Schoning motioned to change the retention period to “10 years provided audited”. Mr. Smith seconded the motion. Motion carried.

Approval of Items to be Destroyed

Ms. Schoning commented that last meeting’s list was lengthy. The items on the current list have come to Records since the last meeting. Most of the paper records to be destroyed are due to office moves in the City. Ms. Schoning stated that although we are getting rid of the paper, the electronic records are still being kept. Ms. Schoning motioned for “Approval of Items to be Destroyed”. Mr. Smith seconded the motion. Motion carried.

Roundtable

Mr. Smith welcomed our Resident Representative, Kathy Eberhart, to the Records Commission and gave a brief explanation of every one's role on the Commission. The next commission meeting date Thursday, January 21, at 9 am at City Hall. Ms. Schoning motioned to adjourn the meeting. Mr. Smith seconded the motion. Motion carried. Meeting adjourned at 9:39 am.

Sharon Hague
Recording Secretary