



Dublin Council Chambers Records Commission Agenda December 2, 2021 9:00 AM

- **Roll Call**
- **Review/Approval of Meeting Minutes from June 24, 2021**
- **Legislative Affairs (540)**
 - 540-13-313 "Meeting Audio Tapes and Digital Recordings"**
 - Change description to "Boards, Committees and Commissions"

 - Add "Council Video Recordings"**
 - Description – Video recordings of City Council meetings
 - Retention – Permanent
 - Media Type – Digital

 - Add "Council Audio Recordings"**
 - Description – Audio recordings of City Council meetings
 - Retention – 10 years or until no longer of administrative value
 - Media Type – Audio Tapes and/or Digital

 - **Court Services (520)**
 - Add "LEADS Newsletters"**
 - Description – Newsletters from the Law Enforcement Automated Data System
 - Retention – 3 years
 - Media Type – Paper and/or Digital

 - Add "LEADS Training Records"**
 - Description – Documentation of all training for certified operators and practitioners.
 - Retention – 1 year after employment is terminated
 - Media Type – Paper and/or Digital

 - **Records for Destruction (see attached list)**

 - **Roundtable**
 - Next Commission meeting date

 - **Adjourn**