



CITY OF DUBLIN RECORDS COMMISSION MEETING MINUTES

Date of Meeting: June 24, 2021

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

Absent: Stephen Smith, Assistant Law Director

Date of Next Meeting: December 2, 2021 at 9 a.m. in the new Council Chambers

Roll Call

Ms. Schoning called the meeting to order at 9:02 a.m. Due to the Covid-19 pandemic and the State's emergency declaration, the meeting is being conducted via an online platform and live-streamed at the City's website and via the City's YouTube. This is allowed due to the passage of Am. Sub. H.B. 197, which includes temporary changes to the Ohio Open Meetings Law.

Approval of Meeting Minutes from January 21, 2021

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

Police (100)

100-16-009 "Adult ID Packet"

Change record series title from "Adult ID Packet" to "Adult Arrest Information"
Change description from "Adult arrest information packet, including fingerprint card" to "Adult arrest information, including fingerprint card".

Ms. Schoning asked the Police representatives to confirm that the packets have been eliminated. Ms. Greasamar responded they stopped making packets in 2015 and everything is being stored electronically in the Police records management system. Ms. Schoning motioned to change the title from "Adult ID Packet" to "Adult Arrest Information". Mr. O'Brien seconded the motion. Motion carried.

100-92-015 "Arrest Log Book"

Remove record series from retention schedule. This record is no longer created and none exist.

After no questions or comments were raised, Ms. Schoning motioned to remove "Arrest Log Book" from the retention schedule. Mr. O'Brien seconded the motion. Motion carried.

100-16-072 "Cruiser Recordings"

Change record series title from "Cruiser Recordings" to "Cruiser and Body Camera Recordings"

Change retention period from "45 days erase and reuse, provided no action pending" to "6 months provided no action pending"

Ms. Schoning asked why they are requesting the retention period be changed. Ms. Greasamar responded the 6 month time period is in line with how long cases are kept in Mayor's Court. She continued they found 45 days was not enough time as it could be past that amount of time before a case gets in front of a prosecutor at which time the request for the video would be made. Ms. Schoning motioned to change the title and retention from "Cruiser Recordings" to "Cruiser and Body Camera Recordings". Mr. O'Brien seconded the motion. Motion carried.

100-16-120 "Juvenile ID Packet"

Change record series title from "Juvenile ID Packet" to "Juvenile Arrest Information"

Change description from "Juvenile arrest packet, including fingerprint card" to "Juvenile arrest information, including fingerprint card"

After no questions or comments were raised, Ms. Schoning motioned to approve the title change of "Juvenile ID Packet" to "Juvenile Arrest Information". Mr. O'Brien seconded the motion. Motion carried.

100-92-206 "Uniformed Crime Reports"

Change record series title from "Uniformed Crime Reports" to "National Incident-Based Reporting System (NIBRS) Reports"

After no questions or comments were raised, Ms. Schoning motioned to approve changing the title from "Uniformed Crime Reports" to "National Incident-Based Reporting System (NIBRS) Reports". Mr. O'Brien seconded the motion. Motion carried.

Add "After Action Reports"

Description – Report generated after debriefing a critical incident or special event

Retention – 5 years

Media type – Paper and/or Digital

After no questions or comments were raised. Ms. Schoning motioned to add "After Action Reports". Mr. O'Brien seconded the motion. Motion carried.

Add “Interview and Interrogation Room Recordings”

Retention – In accordance with the statute of limitations of related case or other disposition

Media type – Digital

After no questions or comments were raised, Ms. Schoning motioned to add “Interview and Interrogation Room Recordings”. Mr. O’Brien seconded the motion. Motion carried.

Roundtable

The next commission meeting date is Thursday, December 2, 2021 at 9 a.m. The meeting will be held in the new Council Chambers located at 5555 Perimeter Dr.

Adjourn

Ms. Schoning motioned to adjourn the meeting. Mr. O’Brien seconded the motion. Motion carried. Meeting adjourned at 9:13 a.m.

Sharon Hague
Recording Secretary
6/24/2021