



## Dublin Council Chambers Records Commission Agenda June 9, 2022 9:00 AM

- **Roll Call**
- **Review/Approval of Meeting Minutes from December 2, 2021**
- **Legislative Affairs (540) – Unfinished business from December 2, 2021 meeting.**
  - 540-13-313 "Meeting Audio Tapes and Digital Recordings"**

Change description from "Council, Boards, Committees and Commissions 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

To discuss maintaining video recordings of City Council meetings permanently with representatives from the Department of Information Technology.
- **Human Resources (510)**
  - 510-15-101 "General Insurance Policies"**

Change retention from "20 years" to "Permanent".
  - 510-95-281 "Disciplinary Actions/Investigations"**

Change retention from "Upon request of employee, 2 years after issuance provided no further disciplinary action has occurred with the 2 years" to "Duration of employment plus 3 years".
  - 510-11-299 "Disciplinary Actions/Investigations"**

Change retention from "Permanent" to "Duration of employment plus 3 years".
  - 510-15-413 "Employee Exposure to Blood Borne Pathogens"**

Change retention from "Permanent" to "Duration of employment plus 30 years".

**510-11-080 "Employee Grievances – Disciplinary Procedures"**

Change retention from "Permanent" to "10 years"

**510-15-081 "Employee Grievances – Non-Disciplinary Procedures"**

Change retention from "7 years" to "10 years"

**510-15-081 "Employee Retention"**

Change description to "Individual personnel files, compensation records, performance appraisals, tuition reimbursement, medical histories, medical examination results, medical opinions, first aid records, description of treatment and employee medical complaints"

Change retention from "Permanent" to "Duration of employment plus 7 years".

**Add "Employee Insurance Information, Benefits and Claim Forms"**

Retention – 6 years after termination of plan design

Media Type – Paper and/or Digital

**Add "Reclassifications"**

Description – Change of position title/description

Retention – 3 years

Media Type – Paper and/or Digital

**510-13-401 "Fitness for Duty Test"**

Change retention from "7 years" to "Duration of employment plus 3 years".

**510-15-412 "Hepatitis B Vaccinations"**

Change retention from "1 year after termination" to "Duration of employment plus 30 years".

**510-13-141 "Personnel Recruiting & Selection for Hires"**

Change retention from "Permanent" to "3 years unless merged into employment file".

**510-13-403 "Personnel Recruiting & Selection for Non-Hires"**

Change retention from "1 year" to "2 years".

**510-13-405 "Worker's Compensation; Excess Insurance and Volunteer Coverage Applications and Policies"**

Change retention from "Permanent" to "Until statutorily dead or settled plus 6 years".

➤ **Roundtable**

Next Commission meeting date

➤ **Adjourn**