



**CITY OF DUBLIN
RECORDS COMMISSION
MEETING MINUTES**

Date of Meeting: December 2, 2021

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

Absent:

Date of Next Meeting: June 2, 2022 at 9 a.m. in the new Council Chambers

Roll Call

Ms. Schoning called the meeting to order at 9:00 a.m.

Approval of Meeting Minutes from June 24, 2021

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

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

Ms. Schoning stated a request has been made to make digital video recordings of City Council Meetings a permanent record. The retention period is currently 10 years or until no longer of administrative value. Concerns have been raised about the ability to produce the recordings down the road because of potential formats changes. Currently the recordings are kept on YouTube. Ms. Schoning would like to table the three items until the next meeting when a representative from IT, preferably the Director of IT, can address the concerns of the committee.

Mr. Smith stated the meeting minutes are the official record of the meeting but watching the video is good for context. Mr. Smith added that once a record is made permanent, we are responsible for maintaining it in a viewable format. The City loses control of the record by keeping the videos on You Tube. We need to ensure we are able to maintain the quality of the video in its entirety. Mr. Smith asked we not delete any videos that may reach the end of their 10-year retention period before the next meeting.

Ms. Eberhart asked how often the meeting videos are reviewed.

Mr. Smith replied that they are frequently reviewed for context by both council members and residents. He added the meeting minutes will always be the official record of the meeting but the meeting videos serve as a good resource.

Ms. Schoning added that City Council members like to watch the videos to remind themselves of what was said and what they said.

Ms. Schoning motioned to table the three items under "Legislative Affairs" until the next meeting and not to destroy any videos until these concerns are addressed. Mr. Smith seconded the motion. Motion carried.

Court Services (520)

Add "LEADS Newsletters"

Description – Newsletters from the Law Enforcement Automated Data System

Retention – 3 years

Media Type – Paper and/or Digital

Ms. Schoning explained LEADS is a system the court staff uses to run record checks on individuals for the prosecutor, magistrate and probation supervision. The newsletters come from the State of Ohio and staff are required to initial them after reading. In some respects, they are a training record. LEADS requires us to keep the newsletters for 3 years for audit purposes. Ms. Schoning motioned to add "LEADS Newsletters" to the retention schedule. Mr. Smith seconded the motion. Motion carried.

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

Ms. Schoning explained certified operators use the computer system to run LEADS searches (criminal and traffic record checks) and practitioners just use the information that is generated (read printouts). The magistrate and prosecutor are two examples of a practitioner. There is a different level of training and certification depending on operator or practitioner status.

Ms. Schoning motioned to add "Leads Training Records" to the retention schedule. Mr. O'Brien seconded the motion. Motion carried.

Approval of Items to be Destroyed (see attached list)

Ms. Schoning stated the attached is the annual list of items to be destroyed after the first of the year and all items on the list meet the retention schedule requirements. Mr. Smith asked what expungements were. Ms. Schoning answered they are records that have been sealed. When records are sealed everything is put into an envelope and then into a box and kept for 5 years. A permanent list is required and kept on a spreadsheet that includes name, case number and expungement date.

Ms. Schoning motioned for "Items to be Destroyed in 2022" be approved. Mr. Smith seconded the motion. Motion carried.

Roundtable

The next commission meeting date is Thursday, June 2, 2022 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. Smith seconded the motion. Motion carried. Meeting adjourned at 9:18 a.m.

Sharon Hague
Recording Secretary
12/02/2021