




**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.19
TO: All City of Dublin Employees
FROM: Dana McDaniel, City Manager 
SUBJECT: Records Management
DATE: May 20, 2022
<i>Supersedes and replaces Administrative Order 1.19, dated January 4, 2010 regarding same subject.</i>
PROPONENT: <i>Director of Court Services</i>

1. PURPOSE

To provide an effective citywide records management program policy that promotes storing records efficiently, cost effectively and securely. It also ensures the retention and destruction of records in accordance with the Ohio Public Records Act [ORC 149.43] and the City of Dublin’s records retention schedule. A robust records management program increases public trust in government and preserves the institutional memory of the City of Dublin for future generations.

2. DEFINITIONS

- A. *Records* – Any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in [R.C. 1306.01], created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
- B. *Electronic Records* – Records created, generated, sent, communicated, received, or stored by electronic means. A record that is secured through block chain technology is considered to be in an electronic form and to be an electronic record.
- C. *Public Records* – Records kept by any public office. All records of The City of Dublin are public unless they are exempt from disclosure under Ohio Revised Code section 149.43.

- D. *Public Office* – Any state agency, public institution, political subdivision, or other organized body, office, agency, institution, or entity established by the laws of this state for the exercise of any function of government.

3. RECORDS COMMISSION

The Records Commission provides rules for retention and disposal of records and ensures that proper procedures are followed for scheduling and disposing of records. It also revises and reviews retention schedules and disposal requests submitted for the local government represented. The City of Dublin's Records Commission is mandated and governed by Ohio Revised Code 149.39, Dublin City Ordinance 35-91 and 52-91. The commission is composed of the City Manager or their appointed representative, as chairperson, the Director of Finance or their representative, the City Law Director or their representative and a citizen appointed by Dublin City Council to serve a term of three years. The commission shall meet at least once every six months and upon call of the chairperson.

4. RECORDS MANAGER

The Records Manager serves as the City Manager's representative and chairperson on the Records Commission. The Records Manager is responsible for ensuring compliance with the provisions outlined in Ohio's Public Records Act [ORC 149.43], assisting departments/divisions in all aspects of records management and reporting any issues of non-compliance to the City Manager.

The City Manager has designated the Director of Court Services as the Records Manager for the City of Dublin. The Records Manager shall function with broad discretion under the authority of the City Manager to ensure city records are properly created, maintained and destroyed.

5. RECORDS OFFICERS

Each division or department shall designate one person to be its Records Officer. This individual is responsible for all aspects of records retention and disposition and serves as a liaison between their division/department and the Records Manager. The Records Officer should be familiar with all the duties and activities of the division/department and the records it creates and maintains. Responsibilities include:

(1) Acknowledging, documenting and promptly responding to routine public records requests.

(2) Preparing and coordinating the transfer of records for storage (see section 7 of this A.O.).

(3) Establishing routine times (yearly, quarterly, etc.) to review city records housed within their division/department for destruction according to the retention period identified on the retention schedule (including electronic records).

(4) Preparing and coordinating the transfer of records for destruction (see section 8 of this A.O.).

(5) Successfully completing any records management training mandated by the City of Dublin (see A.O. 1.18).

6. RECORDS RETENTION SCHEDULE

A. The Records Manager is responsible for maintaining the City of Dublin's retention schedule. Any additions, deletions or revisions to the schedule shall be submitted to the Records Manager. If requesting an addition to the retention schedule, the request must include a suggested record series name, description, media type and retention period. When determining the retention period, use the Ohio Municipal Records Manual (located on DubNet under "Forms and Tools") and/or conduct an evaluation based upon the four "values" of the record:

(1) Administrative – how long does your office need these records to do your work? Consult the records creator.

(2) Fiscal – is the record needed for an audit? Consult your fiscal officer or the Auditor of State's office.

(3) Legal – does the record document any rights or obligations? Consult your legal counsel.

(4) Historical – does the record contain important information about people and places?

B. Once approved by the Records Commission, the Records Manager shall submit the changes to the Ohio History Connection and the Ohio Auditor of State for review before said changes take effect. The current retention schedule is located on DubNet under "Forms and Tools".

7. STORAGE OF RECORDS

The records management program provides alternative methods for storing inactive records to ensure they are properly retained in accordance with the city's retention schedule, to eliminate storage space problems and to ensure the preservation of

archival records. The City of Dublin has established both an on-site and an off-site storage facility for inactive city records. The on-site central storage facility is located at the Dublin Justice Center and is recommended for inactive records with a retention period of one year to twenty years. Records can be sent to the central storage facility by placing the records in an approved storage box, using the approved box label (located on DubNet under "Forms and Tools") and contacting the Records Retention Technician. Off-site storage is maintained by Vital Records Control Columbus (VRC) and is recommended for records with a retention period of twenty years or more and records of historical importance. Contact the Records Manager to discuss off-site storage procedures and requirements as an option for inactive records

8. DESTRUCTION OF RECORDS

A. Ohio Revised Code section 149.351 states that "all records are the property of the public office concerned and shall not be removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the records commission." Records that cannot be produced in response to a public records request can lead to litigation. The City of Dublin can be held responsible for litigation expenses, statutory damages and attorney fees, which are determined by a judge on a case-by-case basis.

B. When records located within departments/divisions have been identified as having fulfilled their retention period, the Records Officer shall complete a records destruction form (located on DubNet under "Forms and Tools") and submit the records along with the form to the Records Retention Technician. Records located in central storage at the Dublin Justice Center that have been identified, as having fulfilled their retention period shall be pulled for destruction and documented in the records management software application as destroyed. Records located off-site that have been identified as having fulfilled their retention period shall be returned to the Dublin Justice Center, documented on a records destruction form and destroyed.

C. The Records Commission shall approve all records to be destroyed and the destructions will occur periodically throughout the year with a vendor who provides on-site shredding and recycling of the destroyed documents.

D. All records shall be maintained in accordance with the retention schedule. Record series not listed on the retention schedule are considered a permanent record and cannot be destroyed until it is properly accounted for on the retention schedule or a one-time disposal of obsolete records form (RC-1).

9. PERMANENT RECORDS

Records designated as permanent on the City of Dublin's retention schedule have been appraised as having significant value to warrant continued, perpetual preservation beyond its period of active use. Permanent records shall be retained indefinitely and are ineligible for destruction unless they have been microfilmed or scanned/converted into an electronic record. Once converted, the paper records can be destroyed after the Records Manager submits a Certificate of Records Disposal (RC-3) to the Ohio History Connection for review by the State Archives of Ohio. Contact the Records manager to discuss the conversion of or storage options for permanent records.

10. RECORDS MANAGEMENT FORMS, RESOURCES AND TRAINING

The following is a list of forms, resources and training which are available on DubNet under "Forms and Tools".

- (1) Public Records Request Form
- (2) Log of Public Records Requests
- (3) Box Label for On-Site Storage
- (4) Records Destruction Form
- (5) Current Retention Schedule
- (6) Ohio Municipal Records Manual
- (7) Ohio Sunshine Laws
- (8) Online Sunshine Laws Training
- (9) Sunshine Laws Certification Training
- (10) Certified Public Records Training