

**CITY OF DELAWARE
RECORDS COMMISSION
CITY COUNCIL CHAMBERS
1 SOUTH SANDUSKY STREET
8:30 A.M.**

AGENDA

December 13, 2017

1. Roll Call
2. Approval of the Motion Summary for the meeting held May 25, 2017 as recorded and transcribed.
3. Review of Three Proposed Changes to the Current Schedules of Retention and Disposition (Continued from May 25, 2017 meeting)
4. Introduction and Discussion of Document Management Investigation – Rachel Hostetler, GIS Coordinator
5. Next Meeting Date: To Be Established
6. Adjournment

**RECORDS COMMISSION
MOTION SUMMARY
May 25, 2017**

ITEM 1. Roll Call

Chairman Homan called the meeting to order at 3:02 p.m.

Members Present: Michele Kohler, Dean Stelzer, Finance Director, Darren Shulman, City Attorney, and Tom Homan, City Manager

Staff Present: Jessica Feller, Human Resource Manager

ITEM 2. Approval of the Motion Summary for the meeting held July 10, 2013 as recorded and transcribed.

Motion: Mr. Shulman moved to approve the Motion Summary from July 10, 2013, seconded by Mr. Stelzer. Motion approved by a 3-0-1 (Kohler) vote.

ITEM 3. Review of Changes to the Current Schedules of Retention and Disposition

Mr. Shulman discussed the changes to the Administrative Services and the Police Department changes. Ms. Feller discussed the personal changes that would determine what is officially in the personnel file. Mr. Shulman discussed the schedule for a ten year computer file and scanned paper files would follow the paper retention schedule.

Mr. Homan recommended that recruitment files for higher level positions remain longer than the recommended seven years.

Motion: Mr. Shulman motioned to add a category for director level positions in which record recruitment is kept until next hiring process, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

A discussion was held on DAS-003. Mr. Homan recommended that clarification from the Chiefs on retaining records after the probation period.

A discussion was held on DAS-010, regarding grievances proceeding to City Manager. Mr. Homan recommends that grievances be changed from 10 years to 20 years. Mr. Shulman did recommend no permanent records of grievances.

Motion: Chairman Homan motioned to change DAS-010 from 10-20 years, seconded by Mr. Shulman. Motion approved by a 4-0 vote.

Motion: Mr. Shulman motioned to accept the revised schedule, along with recommended two changes and pulling out DAS—003 until further discussion, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

ITEM 4. Approval of Public Records Policy

Mr. Shulman discussed the need to replace with current posted Public Record Notice signage. Mr. Shulman discussed the rights of the public to request public records. Mr. Shulman discussed the need to distribute the policy to staff and place on the website.

Motion: Ms. Kohler motioned to approve the City of Delaware Public Records Policy and replace the current policy, seconded by Mr. Shulman. Motion approved by a 4-0 vote.

A discussion was held the benefits of an archivist or records manager.

ITEM 5. Next Meeting Date: To Be Established

ITEM 6. Adjournment

Motion: Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 4:35 p.m.

Chairman

Elaine McCloskey, Clerk

<p>DAS-002</p>	<p>Active Personnel File: Includes the following materials:</p> <ul style="list-style-type: none"> • Application and pre-employment paperwork(including conditional offer of employment, letters of appointment and oaths of office) • Counseling, Discipline and Incident Notices (see DAS-005) • Complaints filed by employee • Evaluations • Insurance enrollment & change records • Personnel Action Forms noting pay or status changes • Training and Certification(s) required for position held (Note: All police and fire training and certifications will be maintained, BUT MAY BE MAINTAINED AT DEPARTMENT LEVEL) • Use of Force Reports • Verification of employment for prior service. • Miscellaneous records may also be included. 	<p>Place in Employee Personnel File and maintain until employee separates from employment, then archived (DAS-006).</p>	<p>Multi</p>		<input type="checkbox"/>
<p>DAS-003</p>	<p>Police and Fire Background Records (Hired): Includes: background investigation and liability waiver, polygraph, pension physical, drug screen, references, criminal history, psychological indexes and reports.</p>	<p>Place in Employee Personnel File and maintain until employee has successfully completed probation or six months from date of hire, whichever is longer</p>			<input type="checkbox"/>
<p>DAS-004 (Note to Staff: NEW, OTHER SCHEDULES WILL NEED TO BE RENUMBERED)</p>	<p>BACKGROUND INVESTIGATIVE REPORT AND LIABILITY WAIVER (SAFETY FORCES)</p>	<p>PLACE IN EMPLOYEE PERSONNEL FILE AND MAINTAIN FOR 5 YEARS FROM DATE OF HIRE.</p>			<input type="checkbox"/>