

**CITY OF DELAWARE
RECORDS COMMISSION
CITY COUNCIL CHAMBERS
1 SOUTH SANDUSKY STREET
4:00 P.M.**

AGENDA

November 19, 2018

1. Roll Call
2. Approval of the Motion Summary for the meeting held July 25, 2018 as recorded and transcribed.
3. Review of Proposed Changes to the Current Schedules of Retention and Disposition for Police Department
4. Member Comments
5. Next Meeting Date: To Be Established
6. Adjournment

**RECORDS COMMISSION
MOTION SUMMARY
July 25, 2018**

ITEM 1. Roll Call

Chairman Homan called the meeting to order at 4:00 p.m.

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

ITEM 2. Approval of the Motion Summary for the meeting held December 13, 2017, as recorded and transcribed.

Motion: Mr. Shulman moved to approve the Motion Summary from December 13, 2017, seconded by Mr. Stelzer. Motion approved by a 4-0 vote.

ITEM 3. Review of Two Proposed Changes to the Current Schedules of Retention and Disposition for Police Department

Mr. Shulman discussed the active retention schedule for the Police Department and that the two proposed changes did not have a schedule. The first proposed change deals with inmate admission and description is when the individual is placed in the City jail. He recommends a year record retention schedule. The seconded proposed change deals with fire arm disposal record with a three year record retention schedule.

Motion: Ms. Kohler motioned to approve the two new schedules to the retention schedule as presented, seconded by Mr. Shulman. Motion approved by a 4-0 vote.

ITEM 4. Discussion of Applicable Retention Period for Purchase Request Forms

Mr. Shulman discussed the request by the Police Department to create the form. Mr. Shulman requested to see if this form would fit in the general schedule. Mr. Stelzer discussed that it is an internal document that is encouraged to be used by the Finance Department and gives the Chief of Police the ability to allow his personnel to make request to purchase items. He stated it would be for items under \$250. He recommended that the retention period only as long as administratively useful. Mr. Shulman will prepare the schedule and present at the next meeting for review.

ITEM 5. Discussion of Cemetery Record Retention Schedule

Mr. Stelzer discussed that the City took over the cemetery in 2011 and that most records remained at that time. He discussed that there is not a specific schedule for cemetery records. He discussed the process for cemetery records retention, and the need to submit to the Ohio Historical Society and send a form for disposal. A discussion was held on creating a strategy to keep track of records and the retention schedule, as well as, the software that is available. Mr. Shulman discussed that records should be kept as permanent if there is not a designated retention schedule until one is established.

ITEM 6. Member Comments

ITEM 7. Next Meeting Date: To Be Established

Chairman Homan discussed having a meeting in early November of 2018.

ITEM 8. Adjournment

Motion: Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 4:29 p.m.

Chairman

Elaine McCloskey, Clerk



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

NEW SCHEDULES PROPOSED

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
POLICE NEW	Biological Hazard Report	3 years	Multi		<input type="checkbox"/>
POLICE NEW	Disciplinary Internal Investigation Log/Disciplinary Log	3 years	Multi		<input type="checkbox"/>
POLICE NEW	Employee Clothing & Equipment Records	Kept in Employee File (Follow employee file retention)	Paper		<input type="checkbox"/>
POLICE NEW	Employee Shift Trade Request Forms	2 years	Paper		<input type="checkbox"/>
POLICE NEW	Jail Tracker Inmate Admission Form (copy only)	2 years	Paper		<input type="checkbox"/>
POLICE NEW	Liquor Permit Documents (Background info/investigation, F permits, Application)	3 years	Paper		<input type="checkbox"/>
POLICE NEW	NICS – Firearms Evidence Disposal	3 years	Paper		<input type="checkbox"/>
POLICE NEW	Purchase Orders/Purchase Order Request Forms	3 years	Multi		<input type="checkbox"/>
POLICE NEW	Traffic Crash Worksheet Report	Until crash report is completed	Paper		<input type="checkbox"/>

PROPOSED REVISIONS

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

DPD-044	Emergency Vehicle Exemption Form – COPY (original sent to BMV for on-duty accidents) (sent to BMV for on duty accidents)	2 years	Paper
DPD-060	Fire Safety Quarterly Drill	3 years	Paper
DPD-120	Retest – Request for retest thru THROUGH BMV (CITY KEEPS COPY; ORIGINAL SENT TO BMV)	3 years	Paper
DPD-133	Traffic Citations -OMVI and Video of Jail Sobriety Tests	7 years	Paper MULTI