

Public Records Commission Meeting
June 18, 2014
Metropolitan Courthouse

The meeting was called to order by Council Member Ronnie Steine.

Members present: Dr. Carole Bucy, Sue Cooper, Judge Steve Dozier, Keith Durbin, Steve Moore (designee of Bill Garrett), Council Member Ronnie Steine, and County Clerk Brenda Wynn

Absent: Ken Fieth

Guests: Circuit Court Clerk Ricky Rooker, Tracy Cartwright, and Mark Herring

Staff: Gabi Castillo, Theresa Costonis, Shannon Hall, and Reed Williams

Keith Durbin made a motion to elect Council Member Ronnie Steine as Chair for this meeting, which was seconded by Carole Bucy and approved unanimously.

Without objection, the Chair declared a quorum present for the conduct of business.

The minutes of October 23, 2013 were approved.

Without objection, the items from the Circuit Court Clerk were taken first.

Business

Request from Circuit Court Clerk

Reed Williams presented a letter of intent from the Circuit Court Clerk to the Commission seeking approval as it pertains to T.C.A. Sec. 10-7-404 (a) regarding the destruction of permanent paper documents electronically stored. Ricky Rooker discussed and outlined the business practice plan that would adhere to the requirements of TCA 10-7-121 and follow the Tennessee Administrative Office of the Courts in implementing an electronic filing system to address technology and reduce warehouse storage space needs. The letter of intent was presented to the commission for their consideration, requesting action by their next meeting pending further legal review.

Records Disposition Authorizations

Circuit Court Clerk

Reed Williams presented a revised disposition for Cash Register Detail Tapes RDA 646 for Circuit Court Clerk. After a recent audit, it was recommended that the retention period be extended from two years to five years and then destroy. The Commission was presented with the proposed revision to RDA 646 and the Commission was in agreement.

Fire Department

Reed Williams presented a new disposition for Reviewed Plans RDA 758 for proposed construction plans submitted to the Fire Marshal's Office for approval. The record series may encompass architectural, mechanical, electrical, plumbing, sprinkler systems, and/or civil access. The reviewed plans are stored in accordance with State Fire Building Construction Safety Standards audit review schedule made by the State Fire Marshal at least once every three years. After construction and the audit review, these plans are no longer needed. The retention is three years, then destroy.

Office of Internal Audit

Reed Williams presented revised dispositions renaming the department responsible for Audit Working Papers RDA 521 and Financial Disclosures submitted for audit RDA 522. These updates change the department from Finance to the Office of Internal Audit which is now its own separate department. The Commission was presented with the proposed revisions to RDAs 521 and 522 and the Commission was in agreement with the proposals.

Office of Management and Budget

Reed Williams presented five new dispositions for approval.

Departmental Indirect Cost Rate Proposals and Cost Allocation Plans RDA 759 consist of documentation prepared by a governmental unit, or a subdivision thereof, to substantiate its request for the establishment of an indirect cost rate. The plan will provide cost identification, accumulation, and distribution. The retention is six years and then destroy.

Local and Full Cost Allocation Plans RDA 760 consist of Metro Government's annual plan for identifying, accumulating, and allocating central service costs. It is produced by an outside, independent consultant on behalf of Finance/OMB. The retention is six years and then destroy.

Monitoring Reports RDA 761 consist of reports and records used as input to achieve a final Audit Report. The retention is to maintain input documents five years after Final Audit Report issued, then destroy.

Annual and Quarterly Capital Reports RDA 762 are the Annual Reports produced by Finance/OMB division reflecting all active capital project accounts with budget, including quarter-end expenses and quarter-end available balance. The retention for the Annual Report is permanent, with a transfer of one copy to Metro Archives, and for the Quarterly Reports three years by quarter, then destroy.

The Annual Operating Budget Book RDA 763 documents the operating budget for the Metropolitan Government of Nashville and Davidson County. It carries a permanent retention and a copy is transferred to the Metro Archives.

Carole Bucy moved to adopt all new and revised RDAs 646, 758, 521, 522, 759, 760, 761, 762 and 763 as presented, which was seconded by Keith Durbin and unanimously adopted.

Other Business and Discussion

Resignation of Larry McClanahan

The commission received and reviewed the resignation letter from Larry McClanahan. The Commission expressed their appreciation for his service.

Introduction of New Members

The Commission welcomed new Commission members Sue Cooper and Keith Durbin. Ms. Cooper was appointed and confirmed to fill the unexpired term of Larry McClanahan and Mr. Durbin joined the Commission as the Director of Metro's Information Technology Services, a position recently added to the Commission by the Metro Council.

Election of Commission Chair

The Commission also entertained a motion to elect a permanent Chair for future Commission meetings. Ronnie Steine nominated Judge Steve Dozier as the new Chair of the Commission, which was seconded by Carole Bucy and unanimously adopted.

With no further business, the meeting was adjourned.