

**Public Records Commission Meeting  
November 12, 2014  
Metropolitan Courthouse**

The meeting was called to order by Judge Steve Dozier.

Members present: Dr. Carole Bucy, Sue Cooper, Judge Steve Dozier, Ken Fieth, Steve Moore (designee of Register of Deeds Bill Garrett), and Gabi Castillo (designee of County Clerk Brenda Wynn)

Absent: Keith Durbin and Council Member Ronnie Steine

Guests: State Trial Court – Tim Townsend, Roger Carrier, and John Holley; Metro Archives intern – Caroline Akers

Staff: Susan Jones, Shannon Hall, and Reed Williams

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

The minutes of June 18, 2014 were approved.

Ken Fieth introduced Metro Archives intern Caroline Akers.

Records Disposition Authorizations

**State Trial Court**

Reed Williams presented a new disposition for Specimen and Documentation RDA 764 for State Trial Court. The Urine Specimen of a defendant is collected either within the Special Services forensic lab or by an outside agency (Sheriff, Davidson County Drug Court, e.g.). The Chain of Custody of the vial containing the specimen is tracked, signed and documented. In the Special Services Unit forensic lab the specimen is tested and certified. The Test Results are issued to the requesting agency. The retention for the urine specimen: If negative, the specimen may be discarded. If positive, the specimen is to be frozen and stored for up to one year. The retention for Chain of Custody and Test Results is retain 5 years, then destroy.

Carole Bucy moved to adopt RDA 764 as presented, which was seconded by Gabi Castillo and unanimously adopted.

Reed Williams presented a new disposition for Case Management Files for the Davidson County Community Corrections Program RDA 765 for State Trial Court. Case Management Files for the Davidson County Community Corrections Program consist of files by name and year, individual files contain court orders, case officer inspection sheets, offender profiles, examination forms, and other technical requirements documenting a person's history while on the program.

Information is confidential. The retention is 10 years after completion of program, then destroy.

Carole Bucy moved to adopt RDA 765 as presented, which was seconded by Gabi Castillo and unanimously adopted.

### **Police Department**

Reed Williams presented 7 new dispositions for approval. Without objection, the Commission reviewed and considered these items collectively.

Out of Service Vehicles RDA 766 document a vehicle by year, make and model, decal number, vehicle type, police precinct and may contain the incident report, a vehicle inspection report and other identifying forms. The retention is 2 years in office, before transferring to off-site storage for 5 years, then destroy.

Logs RDA 767 are a combination of data entry log sheets all carrying the same retention:

Warrant Entry Log – each clerk fills out a daily log of warrants that are entered into the system.

Radio Entry Log - a log of the officers that call into Warrants to verify if a person has a warrant and/or to make sure the warrant is valid.

DCSO Log Sheet - A log of the warrants that are signed out of the Warrant Office and served by the Davidson County Sheriff's Office.

Recall Log Sheets - A list of the people who had an active warrant and the warrant has been recalled.

These lists are maintained for court or lawsuit purposes. The retention is 5 years, then destroy.

Weekly Compstat Reports RDA 768 is the documentation that is maintained and used as backup information to validate the information submitted for Results Matters, and the weekly Compstat meetings. The retention is 3 years, then destroy.

Officer Drop-Off Sheets RDA 769 are used for officers that do not work in the Warrants division, but drop-off a person for warrant personnel to process and take to booking or the commissioner. The retention is 3 years, then destroy.

Vehicle Sign-out Sheets RDA 770 reports who drove the vehicle, where they went, mileage, and when the vehicle is due for maintenance. The retention is 3 years, then destroy.

Trip Tickets RDA 771 reports use to keep up with out of county trips that are turned into the Criminal Court Clerk's office, from which the Police Department is reimbursed the expenses by the defendants. The retention is 7 years, then destroy.

TTY RDA 772 is a teletype (TTY) communication method police use to message information through the TN Bureau of Investigations (TBI) and/or the National Crime Information Center (NCIC) regarding a request to hold a person in custody who has active warrants awaiting

processing at the local level after an outside police department has completed its time with the person. The retention is 3 years, then destroy.

Carole Bucy moved to adopt all new RDAs 766 through 772 as presented, which was seconded by Ken Fieth and unanimously adopted.

#### Other Business and Discussion

Shannon Hall outlined additional efforts to address assigning retention schedules and policies to all current and future holdings in the Records Center. She informed the Commission that the Records Center was approaching full capacity and there are a number of department holdings that have no assigned RDA or general records schedule retention policy. In order to maximize the current space and help departments mitigate unnecessary liability, the Records Center and Metropolitan Clerk's Office are working on a multi-year effort to work with departments individually to address this issue and have implemented use of a holdings form which will help Metro identify the appropriate retention and develop RDAs, when necessary. She hopes that this effort will help maximize space so that the Records Center could continue to support Metro departments with their Record Storage needs. The Commission was in agreement and supportive of this effort.

Reed Williams also shared with the Commission that the Circuit Court Clerk request from the June 18, 2014 meeting is on hold pending further review. Metro Legal attorney, Susan Jones, advised that the Circuit Court Clerk should submit a letter to the Commission to withdraw their pending request at this time.

With no further business, the meeting was adjourned.