

**Public Records Commission Meeting  
October 14, 2015  
Metropolitan Courthouse**

Members present: Sue Cooper, Judge Steve Dozier, Keith Durbin, Ken Fieth, Steve Moore (designee of Register of Deeds Bill Garrett), and Brenda Wynn

Absent: Dr. Carole Bucy

Guests: Davidson County Clerk's Office - Gabi Castillo

Staff: Susan Jones, Shannon Hall, and Reed Williams

The meeting was called to order. As the first order of business, Brenda Wynn nominated Keith Durbin as Vice Chair, Ken Fieth seconded, and was approved unanimously.

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

The minutes of April 29, 2015 were approved.

Records Disposition Authorizations

**Assessor of Property**

Reed Williams presented RDA 786 Lease Renditions. This records series consists of documents that support the information provided by business owners on certain leased equipment such as copiers, scanners, vehicles, etc. The information is self-reported to the Assessor of Property and included with their Tax Schedule B filing. The retention is 3 years after current year, then destroy in a secure manner.

Brenda Wynn moved to adopt RDA 786 as presented, which was seconded by Ken Fieth and unanimously adopted.

**Human Resources/Benefits**

Reed Williams presented 3 new dispositions for approval.

RDA 787 Civil Service Commission / Agenda Packets: This record series of documents presented to the Civil Service Commission is recorded into minutes for the purpose of maintaining diverse information, which may pertain to Metropolitan Employees regarding general employment practices. It may also contain other documented material that could include sensitive and/or medical information obtained when hiring applicants or for an employee appeal process. Documents having sensitive information that is protected by HIPPA shall be dealt with in a confidential manner. The retention is 7 years, and then destroy.

Steve Dozier moved to adopt RDA 787 as presented, which was seconded by Brenda Wynn and unanimously adopted.

RDA 788 HR Employee Files – Scanned Misc. Documents: This records series contains the paperwork for a variety of Metro Employee Personnel documents that have been scanned into an electronic storage system. It will include all required documents, including but not limited to New Hire paperwork, employee performance evaluations, training acknowledgment forms, employee transmittal forms, educational forms/transcripts, correspondence and disciplinary documents. The retention is maintain 70 years from scan date based on life expectancy and administrative purposes, then destroy.

Keith Durbin moved to adopt RDA 788 as presented, which was seconded by Brenda Wynn and unanimously adopted.

RDA 790 101 Injury-On-Duty (IOD) Claim Form: This records series represents the documented claim of an employee that they have been injured or sustained an illness due to their employment with Metro Nashville Government. The completion of the 101 - IOD Claim Form does not necessarily imply that the claim was accepted by Metro for the purposes of medical coverage and/or IOD paid time for workplace absence. The 101 - IOD Claim Form provides the employee's name and address, the employee's department, a description of the incident that caused the injury or illness, any medical treatment or diagnosis received, an investigative section to be completed by the supervisor and department Safety Coordinator, and any action taken by the department. Based on OSHA regulations pertaining to workplace exposure claims, the retention is the current year the form was completed, plus 35 years, then securely destroy.

Keith Durbin moved to adopt RDA 790 as presented, which was seconded by Steve Moore and unanimously adopted.

### **Fire Department**

Reed Williams presented RDA 789 Permits: This records series documents a renewable application form issued by Fire Prevention for an event, structure or action which may be for one day to one year. It lists the type of permit (Special Event, Tents, Pyro, Blasting, Concession Trailers, LPG, etc.), the location, the issue and expiration date, and to whom the permit number is authorized to. It also states the permit holder must comply with all applicable codes, is non-transferable and must be placed in a conspicuous place. The retention is 3 years after year of expiration date, then destroy.

Brenda Wynn moved to adopt RDA 789 as presented, which was seconded by Keith Durbin and unanimously adopted.

### **Police Department**

Reed Williams presented RDA 791 Mental Health Transport Forms: This records series represents a specific form used to transport patients with mental health issues who have been ordered by a judge (6404 documents) to be admitted for physiological evaluation. Information

is received by the warrant office from hospitals and/or mobile crisis units and will include the patients name, demographics, and description of demeanor (violent tendencies, etc.). The form will list the facilities to and from, and the Police officer completing the transport with mileage and time. The retention is keep through 7 years, then securely destroy.

Keith Durbin moved to adopt RDA 791 as presented, which was seconded by Sue Cooper and unanimously adopted.

### **Information Technology Services**

Reed Williams presented RDA 792 Voicemail Backups: This record series consists of daily backups of the voicemail system. The backups are created to restore the voicemail system in the event of a failure. The retention is the 3 most recent backups.

Brenda Wynn moved to adopt RDA 792 as presented, which was seconded by Steve Moore and unanimously adopted.

### **General Services**

Reed Williams presented the following RDAs:

RDA 793 ADA Construction Drawings: Closed project drawings or plans used in the construction of playgrounds, greenways, new facilities that contain ramps, elevators, restrooms, parking & path of travel requirements (as example) to insure compliance with the Americans with Disabilities Act. The plans are unique to the Metro ADA office, but other agencies may have copies. The retention is 3 years from closure date.

RDA 794 ADA Project Files: Closed filings regarding projects that may or may not be associated with a particular drawing, however the information contained is used to insure compliance with the Americans with Disabilities Act. The project files are generated by the Metro ADA office, but may be shared with other agencies. The retention is 3 years from closure date.

Keith Durbin moved to adopt RDAs 793 and 794 as presented, which was seconded by Sue Cooper and unanimously adopted.

### Other Business and Discussion

The Commission discussed the ongoing issues and challenges related to physical records storage at the Records Center as the space approaches full capacity. The Commission requested that the Metro Clerk's Office begin discussions again with General Services regarding additional space needs. Ken Fieth reported that he is clearing out the Archives space at the Elm Hill location and the Commission requested further information on the plans for the Elm Hill location now and in the future.

With no further business, the meeting was adjourned.

