

**Public Records Commission Meeting
November 1, 2016
Metropolitan Courthouse**

Members present: Carole Bucy, Sue Cooper, Judge Steve Dozier (Chair), Ken Fieth, Steve Moore (designee of Register of Deeds Bill Garrett), Councilman Colby Sledge, and Brenda Wynn

Absent: Keith Durbin (Vice Chair)

Guests: Dawn Clark, ITS; Kent Oliver, Public Library; Monica Fawknotson, Ilesha Montesrin, and Quentin Herring, Metro Sports Authority

Staff: Tara Ladd, Shannon Hall, and Reed Williams

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

The minutes of the June 2, 2016 meeting were approved.

Records Disposition Authorizations

Human Resources

Reed Williams presented 1 new disposition for approval.

RDA 805 - Human Resources Training Material: This records series will include various packages of training topics and teaching materials that have been used in the delivery of Metro class courses. They will cover supervisory/management classes, mandatory classes, on-line training and general development courses. It will also include signed rosters to verify attendance, date and time. Other documents pertaining to training material may be included such as notes for trainers and statistics. Completion of a course will be recorded in an employee's electronic training database. The retention is 7 years after date of participation and course relevance, then destroy.

Colby Sledge moved to adopt RDA 805 as presented, which was seconded by Steve Moore and unanimously adopted.

Metropolitan Sports Authority

Reed Williams presented 1 new disposition for approval.

RDA 806 - Facility Management Records: This record series represents the financial, legal and construction files that detail the on-going, renewable leases of Metro-owned facilities. Documents will include, but not limited to, operating and development agreements, license and use agreements, consent forms, insurance forms, economic impact reports, operating budgets, blueprints, upgrades and replacement materials, inspections, revenues, bonds, income statements, ticket settlements, annual reports, audits, marquee plans, news articles, policies

and ordinances, endorsements and naming rights. The retention is retain 3 years after the property is sold by Metro. Offer to Archives for historical consideration. Items not selected may be securely destroyed if no other authorized retention has any binding over them.

Carole Bucy moved to adopt RDA 806 as presented, which was seconded by Ken Fieth and unanimously adopted.

Information Technology Services

Reed Williams presented 1 amendment and 2 new dispositions for approval.

RDA 511 - Amendment to Email Backups: This series consists of daily backups at the database level of the Email System. These daily backups are created primarily to restore the system in the event of a failure. The Email System also undergoes a brick level (mailbox) backup for the purpose of indexing and searching mailbox contents. The retention is the three most recent daily database backups and the three most recent brick level backups.

Brenda Wynn moved to adopt the amendment to RDA 511 presented, which was seconded by Ken Fieth and unanimously adopted.

RDA 807 - Firewall Logs (RDA 807): Electronically created and stored records which consist of logged activity on the Metro network that passes through a firewall. Logs may contain information classified as Metro Confidential or Restricted per the Metro Information Classification Policy. These logs are created as part of securing the Metro network. The retention is retain 365 days, then delete.

RDA 808 - Internet Usage Logs (RDA 808): Electronically created and stored records which consist of logged website access activity on the Metro network that passes through the content filtering appliance. Logs may contain information classified as Metro Confidential or Restricted per the Metro Information Classification Policy. These logs are created as part of securing the Metro network. The retention is retain 7 days.

Colby Sledge moved to adopt RDAs 807 and 808 as presented, which was seconded by Carole Bucy and unanimously adopted.

Metropolitan Clerk

Reed Williams presented 1 amendment for approval.

GRS 221 - Amendment to Credit Card Files: Records related to purchase made by a Credit Card issued by Finance. The retention is retain 6 years, then destroy.

Colby Sledge moved to adopt the amendment to GRS 221 as presented, which was seconded by Carole Bucy and unanimously adopted.

Nashville Public Library – Metro Archives

Reed Williams presented 1 new disposition for approval.

RDA 810 - Library Card Application: This records series represents a form filled out by an applicant identifying the person by name, age, address, phone number, (at one time SS#) and E-mail address. It is signed by the applicant, or if a minor under age 14, signed by parent or legal guardian. The library application is the initial documentation which supports the issuance of a library card which certifies the bearer the right to borrow material from the Public Library or use library resources. Unless revoked, a library card remains in effect for the life of the patron. The retention is as support documentation to the library card, the application shall be securely destroyed 3 years after patron account becomes inactive. Application forms are kept until all fines have been paid and all items returned.

Carole Bucy moved to adopt RDA 810 as presented, which was seconded by Colby Sledge and unanimously adopted.

As discussed at the last meeting, Kent Oliver, Director of Nashville Public Library, and Ken Fieth, Metro Archivist, presented the following proposal to the Commission for consideration:

November 1, 2016

To: Members of the Davidson County Public Records Commission

From: The Nashville Public Library and Metropolitan Government Archives of Nashville and Davidson County

Re: Title Transfer of Metropolitan Government Records

The Metro Government Archives currently maintains records of enduring historical value for the Metropolitan Government of Nashville. The Metro Archives also maintains selected records of the judicial system of Metro Nashville and Davidson County.

In order to achieve the greatest efficiencies in delivering this mission the Nashville Public Library and Metro Archives seek a change in title transfer procedure/legislation that will align itself with the Tennessee Code addressing this process at the state level. The relevant section is:

- **TCA 10-7-307: Title to and destruction of records transferred to state archives.**

Title to any record transferred to the state archives is vested in the state library and archives. The state librarian and archivist may destroy originals of such records if such records have been microfilmed or converted to microform media of such quality which shall meet the minimum standards of the United States government. History: [Acts 1978, ch. 544, § 4; T.C.A., § 15-407; Acts 1991, ch. 362, § 1.]

The following wording is submitted for consideration:

- ***Title to any record transferred to the Metropolitan Archives of Nashville & Davidson County (Metro Archives) is vested in the Nashville Public Library and Metropolitan Archives. The Library Director and Archivist may destroy originals of such records if such records have been converted to media of such quality which shall meet the minimum standards of the United States government or are judged to lack historical or legal value as a permanent record.***

By adopting this model the Metro Archives will be able to manage the Archival Records more effectively. Currently, Metro Archives has no authority to consult or influence the originating office or department's ability to remove records from the Archives. Records may be removed by departments from the Archives without notice which negatively impacts the long term storage and preservation of historically significant items. Opportunities to review, recommend, or provide information on best practices for long term preservation of valuable records is not mandated.

Under the current RDA system, records are either appraised by the Metro Archives for retention of those with enduring historical value or are transferred to the Archives at the end of their active departmental use. The appraisal process includes not only assessment for historical value, but administrative, legal, fiscal or intrinsic value. Records not meeting these criteria may be destroyed. Other government records, with statutory or regulatory mandates as permanent are automatically transferred to the Archives after a set retention period.

Carole Bucy moved to recommend title transfer of Metro Government records to Metro Archives at the time of transfer to Archives as presented, which was seconded by Colby Sledge and unanimously adopted.

Other Business and Discussion

Reed Williams shared Metro Legal's preliminary review of TCA 18-1-201 through 205 regarding the possibility of disposition of documents according to order of court as requested by the Commission at the last meeting.

With no further business, the meeting was adjourned.