

**Public Records Commission Meeting
November 08, 2017
Metropolitan Courthouse**

Members present: Carole Bucy, Sue Cooper, Judge Steve Dozier (Chair), Keith Durbin (Vice Chair, Councilman Colby Sledge, and Brenda Wynn

Absent: Ken Fieth, Bill Garrett

Staff: Theresa Costonis, Susan Jones, Elizabeth Waites, and Reed Williams

Call to Order: The meeting was called to order and commenced at 12:18 p.m.

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

Brenda Wynn moved to approve the minutes of the June 13, 2017 meeting, which motion was seconded by Colby Sledge. The motion passed by a voice vote, and the minutes were approved.

Hub Rollout and Updates to Open Data Portal

Brenda Wynn moved that matters on the agenda regarding the new Hub webpage be taken out of the order referenced on the agenda. Carole Bucy seconded the motion, and the motion passed by voice vote. Keith Durbin provided a presentation of the new features provided on the Hub site for citizens, as well as new updates to the Open Data Portal.

Records Disposition Authorizations

Carole Bucy moved to approve the RDA presented by Reed Williams. Keith Durbin seconded the motion, which was passed by a voice vote. The RDA was signed by the members present as evidence of passage thereof.

CODES

RDA 815

BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY (RDA 815): This records series represents a twofold application form issued by Metro Codes initializing the process by which a developer obtains a permit to build and the subsequent certificate of occupancy upon completion. Depending on the complexity of the project, this process generally takes between 6 months and 2 years. The form details the purpose of the structure and may include zoning district, lot number and address; size of structure and rooms; materials used in construction and the composition of the foundation; plus the estimated cost and amount of the street bond. It will be signed by the applicant and list the owner, architect, and

contractor. Accompanying documentation may include site plans, project specifications, inspection reports, etc.

The second half of the application form is the issuance of the Certificate of Occupancy. Upon inspection this will state that the above structure will or will not comply with Nashville Zoning Law and Building Codes. It is generally signed by the designated person on behalf of the Codes Department and forwarded to the applicant.

RETENTION: Keep in-house no less than 3 years after issuance of the certificate (MTAS J-2) or for as long as administratively useful, then transfer to Metro Archives for historic preservation as land use documentation.

Public Records Requests Program and Coordinator

Revisions to the Policy and Request Form were submitted to the Commission for consideration by Theresa Costonis and Elizabeth Waites. After minor revisions to the suggested revised policy, Keith Durbin moved to adopt the proposed Public Records Request Policy and Procedures as presented, which was seconded by Carole Bucy and Brenda Wynn. Said motion passed by a voice vote, and the revised Policy was adopted.

After discussion of suggested revisions to the Public Records Request Form, Brenda Wynn moved to adopt the form as revised with modifications suggested by the Commission. Colby Sledge seconded the motion. The motion to adopt the revised Form was approved by a voice vote of the Commission.

Adjournment: Brenda Wynn moved to adjourn the meeting, which was properly seconded and approved at 1:13 p.m.