

**- Minutes -**  
**Public Records Commission Meeting**  
**November 14, 2018**  
**Metropolitan Courthouse, Committee Room 2**

Members present: Carol Bucy, Sue Cooper, Keith Durbin (Vice Chair), Ken Feith, Council Member Colby Sledge, Register of Deeds Karen Johnson, and County Clerk Brenda Wynn

Staff: Susan Jones, Elizabeth Waites, and Reed Williams

**Call to Order:** The meeting was called to order at 12:02 p.m. The Vice Chair presided over the meeting, and declared a quorum for the conducting of business.

**Approval of Minutes:** Ms. Wynn moved to approve the minutes of the May 2, 2018 meeting, which motion was seconded by Council Member Sledge and approved by a voice vote of the Commission.

Records Disposition Authorizations

OFFICE OF INTERNAL AUDIT

Final Audit Reports (Proposed RDA No. 819): Final Reports for financial audits, performance audits, and other audit services including investigations issued by the Office of Internal Audit.

RETENTION: Maintain 15 years, then transfer to Metro Nashville Archives for determination of any historic value before disposition.

After discussion, Dr. Bucy moved to adopt the RDA, which motion was seconded by Ms. Wynn and approved by a voice vote of the Commission.

METROPOLITAN CLERK

Commercial Solicitation Permit Files (Proposed RDA No. RDA 820): This records series documents the approval requirements for residential commercial solicitors under the employment of a commercial company per Metro Code of Laws Chapter 6.64. The Commercial Solicitation Permit files contain the company application, approved individual solicitor application(s), and any correspondence with the company regarding complaints and/or violations. A copy of the company's Davidson County Business Tax License, and a copy of the product/service contract and sales materials are also placed in the file. An individual ID badge is created and issued to the solicitor at the Metropolitan Clerk's office, and a record of the badge is stored electronically.

A company permit is valid for two (2) years from date of issuance and may be renewed upon receipt of a new application no less than 30 days prior to expiration, barring any disqualifying circumstances. Individual solicitation badges are not renewable, and are only valid for the duration of the existing permit. If a company renewal is approved, new ID badges may be issued only to solicitors who apply (or re-apply), and are approved.

**RETENTION:**

Approved Company Permits and supporting documentation: 5 years from expiration

Approved Individual Solicitor Badge and supporting documentation: 3 years from expiration

Disapproved Permit or Badge Applications: 3 years from denial

After discussion, Dr. Bucy moved to adopt the RDA, which motion was seconded by Mr. Feith and approved by a voice vote of the Commission.

**INFORMATION TECHNOLOGY SERVICES**

Email (cloud-based) Deletion Policy (Proposed RDA No. RDA 821): This series describes the deletion process for cloud-based email. It consists of user-deleted email for users whose email accounts exist in regulatorily-compliant cloud-based email systems.

**RETENTION:** Email deleted by a user will be recoverable for a total of 44 days by the user. Email deleted by user (sent to their Deleted Items folder) will be automatically removed from that folder after 30 days (from the date each item was deleted) and moved to the user's Recover Deleted Items folder. After 14 days (based on the date the item was moved to this folder) items in the Recover Deleted Items folder will be permanently and irreversibly deleted from a user's account, and no longer recoverable by support staff.

After discussion, Council Member Sledge moved to adopt the RDA, which motion was seconded by Mr. Feith and approved by a voice vote of the Commission.

After further discussion, Council Member Sledge moved to reconsider the RDA, which motion was seconded by Dr. Bucy and approved by a voice vote. Council Member Sledge moved to rescind approval of the RDA, which motion was seconded by Ms. Johnson and approved by a voice vote. Council Member Sledge moved to defer consider of the RDA to the next Public Records Commission meeting, which motion was seconded by Ms. Wynn and adopted by a voice vote of the Commission.

Fire Department Request to Opt-Out of Metro Clerk PRRC Program

At the request of the Department, this matter was withdrawn from consideration.

## Public Records Commission Policy and Procedures Revision

Proposed amendments to the Public Records Commission were introduced for discussion. A copy of the proposed Policies and Procedures Manual, including red-line revisions from the current policy manual, is attached hereto and incorporated as part of these minutes.

Ms. Johnson moved to adopt the following amendments: (1) insertion of today's date; (2) modification of "Appendix" to "Table of Authorities"; (3) correction of Bill No. BL2018-708 to "BL2017-708"; and (4) removal of "RDAs" after "Records Disposition Schedule."

Mr. Durbin moved for adoption of the policy as amended, which motion was seconded by Ms. Johnson and unanimously adopted by the Commission.

**Adjournment:** The Chair declared the meeting adjourned at 12:52 p.m.