

- Minutes -
Public Records Commission Meeting
May 28, 2019
Metropolitan Courthouse, Committee Room 2

Members present: Sue Cooper, Judge Steve Dozier (Chair), Ken Fieth, Council Member Colby Sledge, County Clerk Brenda Wynn, Register of Deeds Karen Johnson, and Randall Williams on behalf of Keith Durbin

Staff: Quan Poole, Austin Kyle, and Reed Williams

Guests: Vicki Bailey (Clerk & Master), Nick Kiefer (Criminal Court)

Call to Order: The meeting was called to order at 12:01 p.m. The 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 November 14, 2018 meeting, which motion was seconded by Ms. Cooper and approved by a voice vote of the Commission.

Records Disposition Authorizations

CHANCERY COURT CLERK AND MASTER

Delinquent Tax Lawsuits RDA 822: This record series contains the lawsuits filed against taxpayers who have been delinquent in payment for two years on their real property. Twice a year, the Metropolitan Department of Law files two lawsuits in Chancery Court. In March, Metro files against the Delinquent Taxpayers as shown on the Real Property Tax Records of Davidson County, Tennessee. In September, Metro files against the Delinquent Taxpayers as shown on the Personal/Utility Property Tax Records of Davidson County, Tennessee. This later lawsuit addresses the personal tangible assets used in a business that has been delinquent for the previous year. The cases stay active and pending for eleven years. The sale of delinquent tax property is by public auction.

RETENTION: Permanent, as case files of Chancery Court involving real property.

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

INFORMATION TECHNOLOGY SERVICES

Email (cloud-based) Deletion Policy 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 Ms. Wynn and approved by a voice vote of the Commission.

CRIMINAL COURT RDA ACCOUNTING

TCA 10-7-404(a); TCA 18-1-202; CTAS Accounting Series 15-000; CTAS Circuit/Criminal 04-028

CRIMINAL COURT RDA 823 BILLS OF COSTS: This records series will cover daily and minor account exchanges for General Sessions and Trial Court. It will include, but not limited to, paid invoices, receipts and receipt books, deposit books and slips, purchase orders, petty cash, canceled checks and checkbooks.

RETENTION: Retain five years after creation, or after last entry, or date of last check, then destroy.

CRIMINAL COURT RDA 824 REVENUE: This records series will incorporate cashbooks and cash journals; bank statements and reconciliations; unclaimed funds of seven years having been turned over to the state; bond records after final judgement, or release, or replacement, or expiration; appeal dockets showing court costs after final entry; litigation tax reports after final entry; witness books showing payment after final entry; dockets or reports of revenue and fee books after tenure of clerk has been broken under which it was collected.

RETENTION: After stipulations have been met, destroy after ten (10) years.

CRIMINAL COURT RDA 825 CASE LEDGERS: Record of case funds received and distributed.

RETENTION: Retain 25 years after last entry, then destroy.

CRIMINAL COURT RDA 826 EXECUTION DOCKETS & INDEXES: A financial record of cases tried, style of case, nature of action, amount of judgement and cost, and amount and date paid.

RETENTION: Permanent.

CRIMINAL COURT RDA 827 AUDIT REPORTS

RETENTION: Preserve one copy for historical purposes, permanent.

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

Adjournment: The Chair declared the meeting adjourned at 12:31 p.m.

Metropolitan Clerk

Chair of the Commission