

MINUTES
Metropolitan Public Records Commission Meeting
Wednesday, May 25, 2022

Persons in Attendance: County Historian Dr. Carole Bucy, Gabi Castillo on behalf of County Clerk Brenda Wynn, Sue Cooper, Judge Steve Dozier (Chair), Metro Archivist Ken Fieth, Register of Deeds Karen Johnson

Staff: Legal Counsel Terri Costonis, Metropolitan Clerk Austin Kyle, Reed Williams, Mark Herring

Call to Order

The meeting was called to order at 12:00 p.m., and the roll was called.

Approval of Minutes of August 28, 2020: The minutes of the August 28, 2020 meeting of the Public Records Commission were approved unanimously by the voting members of the Commission.

Discussion of departments scheduled for RDA approval:

ELECTION COMMISSION

VOTER REGISTRATIONS – ACTIVE (RDA 832): Active voter registration records are maintained in an electronic system and remain in effect as long as a voter remains in compliance. Voter registration records may be updated as to name, address, or voter status as reported to and validated by the Election Commission.

RETENTION: All registrations electronically stored serve as the original per TCA 10-7-121. Paper submissions shall be preserved five (5) years after information is updated in the electronic system. (GRS 122; TCA 2-2-105; TCA 2-2-106; TCA 2-2-126)

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

METRO CLERK

PUBLIC RECORD REQUEST CORRESPONDENCE (RDA 833): This RDA documents the retention time for correspondence and attachments responding to a public records request made by a citizen of Tennessee pursuant to T.C.A. Section 10-7-501 et seq.

RETENTION: All correspondence and attachments in response to a public records request shall be retained for no less than one (1) year from the date the response is made to the request.

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

POLICE DEPARTMENT

INCIDENT FOLDERS (RDA 830): This records series will include the original reports, arrest record or state citation in lieu of arrest form. These reports may come to include original supplements and addendums as added. Information may include such data as: name and age of offender, alias, address, warrant number, date and time of arrest, description and place of arrest, disposition at time of arrest, and the remarks and signature of arresting officer. Other relevant or pertinent information such as pictures, expungement forms, insurance correspondence may be included in the incident folders.

RETENTION: Based on presumed life of subject, retain 100 years as submitted or as converted to an acceptable space-saving format. Citation: MTAS-693 Police Records Schedule (M-3); TCA 10-7-121; GRS 122. Metro Archives shall retain the right to review for historic value before final disposition.

DETECTIVE CASE FILES (RDA 831): Filed by Incident number, Detective Case Files are the working documents that detail active investigations at the Division or Precinct level. They contain copies of all pertinent information of whatever nature relevant to a particular case under or pending investigation, accumulated in a single file by the investigator or the agency to facilitate the investigation or prosecution of offenders. May include copies of the incident report; supplementary report; missing persons/runaway report; arrest report if part of criminal case file; copies of citation-in-lieu of arrest; property receipt; vehicle tow slip; statement form; blood alcohol test and accident report; other relevant reports; notes and relevant photos or drawings.

RETENTION: Maintain original file through statute of limitations, then store in accepted electronic format for 100 years. Missing persons/runaway files may need special review by Juvenile authorities and compliance with National Crime Information Center (NCIC) requirements. Citations: MTAS-693 Police Records Schedule (M-4); TCA 40-2-101 (Felonies); TCA 40-2-102 (Misdemeanors); TCA 10-7-121; GRS 122. Metro Archives shall retain the right to review for historic value before final disposition.

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

Special Recognition

Judge Dozier presented Records Center manager Reed Williams with a Metro Council Proclamation for his retirement, thanking him for his twenty years of service to the Metropolitan Government.

Adjournment

Ms. Johnson made a motion to adjourn which was properly seconded at 1:05 p.m.

