

**Central Oregon Intergovernmental Council
Special Board Meeting Minutes**

Date: October 21, 2019	Conference Call	Prepared by: B. Taylor Reviewed by: T. Baney
<p>COIC Board Members: Commissioner Jerry Brummer, Crook County; Councilor Bruce Abernethy, City of Bend; Councilor Bartt Brick, City of Madras; Councilor Don Greiner, City of La Pine; Councilor Gail Merritt, City of Prineville; Councilor Jay Patrick, City of Redmond; Katie Condit, Appointed Board Member representing Deschutes County, and Thomas O’Shea, Appointed Board Member representing Deschutes County.</p> <p>COIC Staff: Tammy Baney, Executive Director; and Michelle Williams, Fiscal Services Manager</p>		
Agenda	Discussion	Action Item
<p>Review and Approve Record Retention and Destruction Policy</p>	<p>Chair Brummer called the special Board meeting to order at 11:02 am.</p> <p>Ms. Baney reminded the Board that there was not a quorum at the most recent Board meeting, therefore, although the proposed Record Retention and Destruction policy was discussed, they were unable to put forward action on an item needed before the next Board meeting.</p> <p>Board members were reminded that they were emailed the proposed policy as well as the current policy prior to the meeting. It was noted that the change consisted of removing procedures from the current policy and making it clear that the organization is abiding by all State and Federal Public Records Laws. Additionally, each department will be essentially responsible for knowing what the laws are and complying with the laws. Ms. Baney added that internally they are working with the IT department and all managers to ensure they understand record retention and destruction responsibilities as well as how they are retaining documents to ensure compliance. She noted that COIC is working along with the Secretary of State’s office in the event of questions concerning retention requirements. Ms. Baney informed that Board that Fiscal Manager, Michelle Williams has been invited to today’s meeting to help answer any questions.</p> <p>Councilor Abernethy inquired about the process, specifically if the organization found any examples of records that were not in compliance or if the policy was updated as part of regular housekeeping. Ms. Baney noted that it was discovered that the organization has been retaining almost everything and knowing where the documents reside has come up as a concern. She said they wanted to be more consistent in terms of where documents are housed and for how long. Ms. Baney said the legal council’s advice was that it was okay to retain longer than required however, it does open the organization up to more liability and exposure.</p>	<p>Motion: Councilor Abernethy moved to approve the proposed Record Retention and Destruction policy, Councilor Greiner seconded; the motion carried.</p>

	<p>Councilor Brick questioned compliance with Federal and State specifically if there was a conflict between the two. Ms. Baney replied that if there was a conflict between Federal and State, the organization would hold a record with the furthest date required. For example, if a State requirement for a particular record was 7 years but the Federal requirement for the same record was 10, the organization would keep the record for 10 years.</p> <p>Chair Brummer questioned retaining records longer than necessary. Ms. Baney noted that the organization has not started the destruction of documents but will begin the process by checking and double-checking destruction dates to ensure compliance. She added that some documents will need to be kept forever.</p> <p>Councilor Greiner asked if the documents in question were electronic or in paper form. Ms. Baney reported that the documents in question are in paper form but may one day be electronic. She added that because there may be a cost to archive, paper records will be the first step. The second step, will be to look into archiving.</p> <p>No additional questions were asked. Chair Brummer entertained a motion to approve the Record Retention and Destruction Policy. Councilor Abernethy moved to approve the proposed Record Retention and Destruction policy, Councilor Greiner seconded; the motion carried.</p>	
Adjourn	There being no further business, the meeting was adjourned at 11:17 am. .	