



AGENDA

RECORDS COMMISSION

4/17/2025

9 a.m.

Council Conference Room

Records Commission Members:

- Mayor
- Law Director
- Finance Director
- Resident Cheryl Lister

CALL TO ORDER

APPROVAL OF MINUTES

- October 1, 2024

PUBLIC INPUT

CODIFIED ORDINANCE CHAPTER 274

1. Review of New Code
2. Appointment of Secretary

NEW BUSINESS

1. Records Retention Schedules (RC-2)
2. Records Disposal (RC-3) Request
3. Archived Documents through Cisco
4. Amendment to Fee Schedule to Include Flash Drive

PUBLIC RECORDS REQUESTS REPORT

TRAINING OPPORTUNITIES

COMMUNITY SHRED DAY

- May 17, 2025, 9 a.m. to 1 p.m. at 32850 Electric Boulevard
- September 13, 2025, 9 a.m. to noon at 750 Avon Belden Road

ADJOURNMENT