



## **AGENDA**

### **RECORDS COMMISSION**

**8/20/2025**

**10 a.m.**

**Council Conference Room**

#### **Records Commission Members:**

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

#### **CALL TO ORDER**

#### **APPROVAL OF MINUTES**

- April 17, 2025

#### **PUBLIC INPUT**

#### **UNFINISHED BUSINESS**

1. Approval of Codified Ordinance Chapter 274
2. Appointment of Records Commission Secretary
3. Records Retention Schedules (RC-2) for Fire Department, Human Resources, and Recreation Department

#### **NEW BUSINESS**

1. Records Disposal (RC-3) Request of Finance Department and Mayor's Office

#### **PUBLIC RECORDS REQUESTS REPORT**

#### **TRAINING OPPORTUNITIES**

#### **COMMUNITY SHRED DAY**

- September 13, 2025, 9 a.m. to noon at 750 Avon Belden Road

#### **ADJOURNMENT**