



## AGENDA

**RECORDS COMMISSION  
2/28/2024  
10:30 a.m.  
Council Conference Room**

### **Records Commission Members:**

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

### **CALL TO ORDER**

### **APPROVAL OF MINUTES**

- August 30, 2023

### **NEW BUSINESS**

- Community Development Department Retention Schedule
- Records Retention Schedules, Disposal Policies, Public Record Requests
- Public Records Training
- 2024 Shred Day Schedule

### **ADJOURNMENT**