



**4/22/2025 | 2:30 PM**

**Municipal Services Center, Centennial Meeting Room  
3600 Tremont Road**

- 1. Call to Order**
- 2. Items for Approval**
  - a. Approve November 7, 2024 Records Commission Meeting Minutes
  - b. Changes to Records Retention Schedule:
    - Contracts and Certified Payroll (FIN-104, FIN-203, P&R 117, PS-144)
    - Media Type for Traffic Case Files (MC-105)
  - c. Amendments to Public Records Policy:
    - Fees for Police Video Record Requests (Pursuant to Ohio HB 315)
- 3. Items for Discussion**
  - a. Retention Settings in Microsoft 365 Applications
- 4. Adjournment**