

10/24/2023 | 1:30 PM

MUNICIPAL SERVICES CENTER, CENTENNIAL MEETING ROOM
3600 TREMONT ROAD

1. **Call to Order/Roll Call**
2. **Approval of Minutes**
 - a. Record Commission Meeting Minutes from April 12, 2023
3. **Approval of Proposed Changes to Records Retention Schedule**
 - a. Proposed City Records Retention Schedule
4. **Approval of Proposed Changes to Records Management Policy**
 - a. Proposed Records Management Policy
5. **Discussion Items**
 - a. Establishment of City Records Commission
6. **Adjournment**