



11/7/2024 | 10:00 AM

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

- 1. Call to Order/Roll Call**
- 2. Approval of Minutes**
 - a. Approve February 13, 2024 Records Commission Meeting Minutes
- 3. Proposed Changes to Records Retention Schedule**
 - a. City Clerk: Add Marriage Files (CCO-115)
 - b. Mayor's Court: Add Audio Recordings of Hearings and Trials (MC-128)
 - c. Planning & Zoning: Remove Board of Planning & Zoning (DEV-400) and Board of Planning & Zoning Agenda Packets (DEV-401)
- 4. Disposal of Obsolete Records**
 - a. City Manager's Office – Community Affairs: City Publications (printed version) (CMO-300)
- 5. Adjournment**