

**AGENDA**

**RECORDS COMMISSION**

**Tuesday, April 2, 2019  
5:00 P.M.**

OXFORD MUNICIPAL BUILDING  
2<sup>nd</sup> FLOOR CONFERENCE ROOM

MEMBERS

Doug Elliott, City Manager, Chair  
Amy Blankenship, City Attorney  
Joe Newlin, Finance Director

Jacqueline Johnson  
Valerie Elliott (Ex-Officio)  
Mary Ann Eaton, Secretary

- I. Call To Order.
- II. Approval of Agenda.
- III. New Business.
  - A. Approval of Minutes of December 19, 2017.
  - B. Approvals - Certificate of Records Disposal.
    - 1. Community Development Department.
    - 2. Finance Department.
    - 3. Human Resources Department.
    - 4. Parks and Recreation Department.
    - 5. Police Division.
    - 6. Service Department.
  - C. Approval - Amended Records Retention Schedule. (RC-2)
    - 1. Community Development Department.
    - 2. Finance Department.
    - 3. Police Division.
  - D. Approval - One-Time Disposal. (RC-1)
    - 1. Police Division.

IV. Old Business - None.

V. Adjournment.