

**AGENDA**

**RECORDS COMMISSION - VIRTUAL MEETING**

**Tuesday, December 15, 2020 4:00 P.M.**

**This meeting is being conducted in accordance with H.B. 404 and the guidelines set forth by the Ohio Department of Health**

MEMBERS

Doug Elliott, City Manager, Chair  
Chris Conard, City Attorney  
Joe Newlin, Finance Director

Jacqueline Johnson  
Brad Spurlock (Ex-Officio)  
Mary Ann Eaton, Secretary

- I. Call To Order.
- II. Approval of Agenda.
- III. New Business.
  - A. Approval of Minutes of April 2, 2019. pg2
  - B. Approvals - Certificate of Records Disposal.
    - 1. Clerk of Council. pg5
    - 2. Community Development Department. pg7
    - 3. Finance Department. pg10
    - 4. Human Resources Department. pg13
    - 5. Police Division. pg15
  - C. Approval - Amended Records Retention Schedule. (RC-2)
    - 1. Police Division. pg25
- IV. Old Business - None.
- V. Adjournment.