



**RECORDS COMMISSION
TUESDAY APRIL 20, 2021
3:00PM
VIRTUAL MEETING**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. Records Commission – Meeting – March 23, 2021
4. Discussion
 - a. *Retention Schedules*
 1. Update of Building Department Retention Schedule
 2. Update of Attorney Retention Schedule
 - b. *Records Code, Policy & Poster*
 1. Review of Chapter 167 Records Commission
5. Adjourn