



**RECORDS COMMISSION
TUESDAY MARCH 23, 2021
3:00PM
VIRTUAL MEETING**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. Records Commission – Meeting – March 1, 2021
4. Discussion
 - a. *Retention Schedule*
 1. Update Police Retention Schedule
 2. Service Department Retention Schedule
 3. Update of Building Department Retention Schedule
 - b. *Destruction Schedule*
 1. Supplemental Destruction Schedule
5. Adjourn