



**RECORDS COMMISSION
MONDAY MARCH 1, 2021**

MEETING

**PLACE: COUNCIL CONFERENCE ROOM
7232 EAST MAIN STREET, FIRST FLOOR, REYNOLDSBURG, OH 43068**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. Records Commission – Meeting – October 21, 2020
4. Discussion
 - a. *Retention Schedules*
 1. Update of Retention Schedule - Civil Service
 2. Update of Retention Schedule - Parks and Recreation
 3. Update Police Retention Schedule
 4. Update of Retention Schedule - Street
 5. Update of Retention Schedule - Stormwater
 - b. *Destruction Schedule*
 1. Destruction Schedule for Various Departments 2021
 2. RC 1 One-Time Disposal of Obsolete Records - Auditor
5. Adjourn