



**Records Commission Meeting  
City Hall  
May 1, 2019  
2:00 P.M.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Guests and Residents**
- 4. Old Business**
  - a. Public Records Management Team report
- 5. New Business**
  - a. Review of updated Public Records Policy
  - b. Review of Public Records Request Form (Internal Use only)
  - c. Update to the record retention schedule
    - i. Discuss if broader/more specific language is needed to cover our retention/destruction of texts, emails and voicemail messages. What about social media direct message pertaining to City business?
- 6. Staff Report**
  - a. Record Disposal update
- 7. Approval of Minutes- November 7, 2018**
- 8. Other Business**
- 9. Next Meeting**
  - a. November 6, 2019 at 2:00 p.m.
- 10. Adjournment**