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**RECORDS COMMISSION
MEETING MINUTES**

November 16, 2017

10:00 a.m.

Village Green Municipal Building, Council Chambers

In attendance: Steve Lutz, Gene Hollins, Debra Miller, Jessica Marquez and Karen J. Mitchell.

The meeting was called to order at 10:05 a.m.

PROPOSED REVISIONS TO RECORD SCHEDULE

Ms. Mitchell distributed redline copies of the current retention schedule with all the proposed changes and explained the updates and revisions that were made to proposed Records Schedule. Mr. Hollins recommended moving the easements and deeds categories from the Development Department schedule to the Clerk's Department schedule.

MOTION: Mr. Lutz moved to adopt the proposed changes to the Record Schedule. Ms. Miller seconded the motion. The proposed changes were adopted.

ADJOURNMENT

Mr. Lutz moved to adjourn the meeting. Ms. Miller seconded the motion. By unanimous consent, the meeting was adjourned at 10:45 a.m.

The next meeting will be scheduled in 2018.