



**RECORDS COMMISSION  
MEETING MINUTES**

October 11, 2018  
10:00 a.m.

Village Green Municipal Building, Council Chambers

In attendance: Steve Lutz, City Manager; Gene Hollins, Law Director; Debra Miller, Finance Director; Jessica Marquez, Assistant Finance Director; and Karen J. Mitchell, City Clerk.

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 removing the term "dead" from D-17 and re-word the retention period explanation for this category to clarify what dead or finished meant and how it was different than permanent.

**MOTION:** Ms. Miller moved to adopt the proposed changes to the Record Schedule as amended. Mr. Hollins seconded the motion. The proposed changes were adopted as amended.

**ADJOURNMENT**

Mr. Lutz moved to adjourn the meeting. Ms. Miller seconded the motion. By unanimous consent, the meeting was adjourned at 10:20 a.m.

The next meeting will be scheduled in 2019.