



**RECORDS COMMISSION
AGENDA
Thursday, 9/8/2022
8:30 am
Boards & Commissions Room**

- I. Call to Order – Jim Costello
Approve minutes from 03/01/2022

- II. Records Retention Schedule (RC-2)
 - a. City Council– Adding media type “electronic” to:
2019-02-1101
2019-04-1101
2019-05-1101
2019-09-1101
AND renumbering all items to 2022-xx-1101

 - b. City Council – changing retention period on 2019-03-1101 now 2022-03-1101 from 2 years to PERMANENT

 - c. City Council – Adding to the title of 2019-08-1101 now 2022-08-1101 to read Meeting Recordings – **video and audio**

 - d. Board of Control, Records Commission, and Arts Commission: Adding to each of these schedules the Destruction Schedule which is an electronic permanent document and the Audio Recordings for each of these meetings (electronic - kept until minutes are approved).

- III. Other

- IV. Next Meeting – February 9, 2023, if needed, 8:30 am, Boards & Commissions Room

- V. Adjournment

ALL PERSONS WITH DISABILITIES:

The City of Stow will make the transition of all city business accessible via any reasonable accommodation. Please contact the Public Service Department at 330-689-2700 at least 48 hours in advance for the necessary arrangements.

PLEASE TURN OFF ALL CELL PHONES BEFORE THE MEETING.

AGENDA POSTED AT WWW.STOWOHIO.ORG