



RECORDS COMMISSION AGENDA:

May 2, 2023

Municipal Building 15 South College Ave. Oxford, Ohio 45056 Second Floor Conference Room

5:00 PM

Approval of Agenda

Approval of Minutes

1. Minutes from the December 20, 2022, Meeting

Old Business

New Business

1. Approval of One-Time Obsolete Records (RC-1)
 1. Service
2. Approval – Amended Records Retention Schedule. (RC-2)
 1. Amended Records Retention Policy (Jessica Greene, Assistant City Manager)
3. Approval – Certificate of Records Disposal (RC-3)
 1. Clerk of Council
 2. Police Division
 3. Finance

Adjournment