



Council Chambers @ City Hall Records Commission Meeting January 12, 2017 9:00 AM

- **Roll Call**

- **Review/Approval of Meeting Minutes from 07.11.2016**

- **Police (100)**
 - Add "Police Trainee Scenario Videos"**
 - Retention – Until employee's probationary period is over
 - Media type - Digital

- **Finance (600)**
 - Add "Sales Tax Returns and Supporting Documentation"**
 - Retention – 4 years
 - Media type – Paper and/or Digital

 - Add "Local and State Government Finance Survey Documentation"**
 - Description – Quarterly and annual financial survey information submitted to the US Census Bureau
 - Retention – 3 years
 - Media type – Paper and/or Digital

- **Tax (610)**
 - Add "Income Tax Check Payments Deposited Electronically"**
 - Retention – 90 days
 - Media Type – Paper

- **Roundtable**

- **Adjourn**