



Council Chambers @ City Hall Records Commission Meeting January 11, 2018 9:00 AM

➤ **Roll Call**

➤ **Review/Approval of Meeting Minutes from 07.13.2017**

➤ **Events (210)**

Add "Showmobile Applications"

Description – Mobile stage rental for community events

Retention – 5 years

Media type – Paper and/or Digital

Add "Block Party Requests"

Description – requests from neighborhood leadership associations for a trailer with equipment (tables, chairs, tents, etc.)

Retention – 2 years

Media type – Paper and/or Digital

➤ **Public Works (300)**

Move "510-92-149 Prevailing Wage Reports" from 510 series to 300 series

Retention – Change from 15 years after project completed to 4 years after final pay request

➤ **Finance (600)**

Add "Community Reinvestment Area"

Description – Legislation, report filings and documentation

Retention – Permanent

Media type – Paper and/or Digital

Add "Tax Incentive Review Council/Housing Council Reports"

Description – Agendas, reports, meeting minutes

Retention – 7 years

Media type – Paper and/or Digital

Add "Unsold Irish Festival Tickets"

Retention – 1 year provided audited

Media type – Paper

➤ **Roundtable**

Group picture of commission members

Next commission meeting date

➤ **Adjourn**