



**Council Chambers
Records Commission Meeting
August 8, 2019 9:00 AM**

- **Roll Call**
- **Review/Approval of Meeting Minutes from February 7, 2019**
- **Police (100)**
 - 100-92-069 Change series title from "DARE Lesson Plans/Classroom Activities" to "Community Education Programs"**
 - Description – Program documentation, lesson plans, rosters, sign in sheets and program evaluations
 - Retention – 2 years (no change)
 - Media type – Paper and/or digital
 - Delete 100-92-070 "DARE program event documentation"**
 - Records no longer exist and are no longer created
- **"Copies" Discussion**
- **Roundtable**
 - Next commission meeting date
- **Adjourn**