

minutes to be
written up

B 2/3/86

Records Comm
1/27/86

10 AM Monday

new listing of records to be
destroyed

from: C/m - Financ - Waste - Tax - Police

DKK

MMC

WLB

Review listing - MMC made notation to
destroy, WLB 2ND

Records Comm. Mtg
9/4/85

DKK
WLB
MM^c

9:25 AM

Review listing of those records to be
destroyed from
Police

Fire
Clerk of Council
Waste Collect

Notes to destroy - MM^c
WLB 2nd
as listed

Try to get books organized in 2 weeks
pass out destroy sheets

adjunct 9:35

8/21/85

wed 9:25

to 9:30

Records Commission met

in attendance DKK - MM^d - WLB

about JWL

WLB said time to destroy records according to retention schedules -

WLB will send memo to all dept heads regarding a listing of records to be destroyed, by #, years, etc. Said listing to be returned to Fems Division by Tuesday 9/3/85

Next meeting scheduled for Wednesday 9/4/85 to review requests for records to be destroyed