



**CITY OF NORTH RIDGEVILLE
OFFICE OF THE CLERK OF COUNCIL**



Nancy Linden, Clerk
Shari Ma, Assistant Clerk of Council

North Ridgeville City Council
Civil Service Commission

Board of Zoning & Building Appeals
Planning Commission

Records Commission Meeting

AGENDA

Wednesday, July 14, 2021

2:00 p.m. – North Ridgeville’s City Council Chambers

This meeting is open to the public.

You may also view this meeting live on our YouTube channel at:

www.youtube.com/channel/UCThTaGFRof_AOvxSYAzMNYg

1. **CALL TO ORDER:**
2. **ROLL CALL:**
 - Election of Officer
 - a. Secretary
3. **MINUTES:**

[Records Commission meeting minutes of December 17, 2020](#)
(Commission action required)
4. **APPROVAL OF RC-1 and RC-2 (RECORDS RETENTION SCHEDULE):**
 - a. [Treasurer’s Office – RC-1](#)
 - b. [Computer Services – RC-2](#)
 - c. [Public Utilities – RC-2](#)
(Commission action required)
5. **ADDITIONAL BUSINESS:**
 - a. [Review draft Public Records Policy](#)
(Commission action required)
6. **ADJOURNMENT:**