

ORANGE VILLAGE RECORDS COMMISSION MEETING

🏠 **Location:** Zoom
📅 **Date:** April 6, 2022
🕒 **Time:** 6:00 pm via Zoom

Meeting Agenda

Join Zoom Meeting

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Dial in (929) 205 6099

Meeting ID: 815 6394 6578

Persons Invited to Attend: Records Commission Members (Dave Cochran and Hinkai Yee), Mayor Kathy Mulcahy; Steve Byron, Law Director; Dana Kavander, Treasurer; Anna Girardi, Clerk of Council

1. **Call meeting to order**
2. **Oath of Office for David Cochran**
3. **Review and Approval of April 7, 2021 Minutes**
4. **Review of RC-2 Submissions for Approval (current retention schedule with changes)**
 - a. Items highlighted in yellow need to be added/changed
 - b. Items highlighted in green need to be changed to reflect state's manual – changed “after audited” –to “**provided audited**” or removed “**provided audited**”– for consistency
 - c. Items highlighted in yellow with red font – need to be removed (they are either a duplicate stated differently or they are kept in another department)
5. **Review of Items listed for disposal with dates**
 - a. Motion to approve items listed for disposal
6. **Adjournment**