

ORANGE VILLAGE RECORDS COMMISSION MEETING

🏠 **Location:** Zoom
📅 **Date:** February 9, 2023
🕒 **Time:** 2:00 pm via Zoom

Meeting Agenda

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Dial in (929) 205 6099

Meeting ID: 873 0178 9570

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 6, 2022 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. Item ADMIN-044 – Successful Bids – Binders for road projects is the same as CNCL-016 Successful bids. I think we should keep the Council item but change the retention period to “8 years from completion of the project”.
5. **Review of Items listed for disposal with dates**
 - a. Motion to approve items listed for disposal
6. **Adjournment**