



## SHAKER HEIGHTS

**Records Commission  
Shaker Heights City Hall, Conference Room B  
Thursday, November 15, 2018 at 10:00 AM**

1. Approval of the November 28, 2017 meeting minutes

Documents:

[RCMINUTESDRAFT11-28-17.PDF](#)

2. Update on public records and record retention  
William Ondrey Gruber
3. Department RC-2 update submissions:  
Karen Traylor - Police Department  
Chris Stergar - Public Works  
Brandon Bowling - Recreation
4. Other
5. Adjournment

*To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.*