



## SHAKER HEIGHTS

### **Records Commission Meeting Monday, December 28, 2020, 10:00 A.M. VIA ZOOM MEETING DUE TO COVID-19 PUBLIC HEALTH EMERGENCY**

For the safety of staff and residents, in-person attendance is not permitted. Join the Zoom meeting as a viewer or listener from a PC, Mac, iPad, iPhone or Android device. Join at: <https://zoom.us/j/92040938145?pwd=Q2Z2bjI2NUNWUHZ4d1RVNXNiY25UUT09>

Passcode: 33553400

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128 or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free); Webinar ID: 920 4093 8145, Passcode: 33553400

International numbers available: <https://zoom.us/u/at2o2GHdv>

1. Introductions of Members and Attendees
2. Approval of Record Retention Schedules
  1. Police Department
  2. Finance Department
3. Presentation Update on Public Records Law 2020 - James Scherer, Law Clerk and Bill Gruber, Law Director
4. Questions and Concerns from Records Administrators for City Departments
5. Adjourn

*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.*