



**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/UChTaGFRof_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:**