



**Records Commission Agenda  
Twinsburg Government Center  
Wednesday, February 14, 2024  
10:30 a.m.**

1. Call to Order & Roll Call
2. Review of Rules of Records Retention & Disposal
3. Timeline for updating forms
4. Unfinished Business, New Business, Miscellaneous
5. Excuse Absent Members
6. Next Meeting Date
7. Adjournment