



**RECORDS COMMISSION AGENDA**  
**Thursday, 02/09/2023, 8:30 am**  
**Mayors Conference Room**

- I. Call to Order – Jim Costello  
Approve minutes from 09/08/2022
- II. One Time Disposal (RC-1) – Police Department
- III. Records Retention Schedule (RC-2)
  - a. Parks & Recreation – adding item 1402-013 Stow Senior Banners
  - b. Human Resources – Removing 2017-01-1113 Badges and ID’s – transferred to Mayor’s RC-2.
  - c. Board of Zoning Appeals – Updated RC2 – last update was 2014
  - d. Planning & Development – Updated RC2 (revised with new software, Open Gov, in mind)
  - e. Planning Commission – Updated RC2
  - f. Zoning Compliance – Updated RC2
  - g. Mayor’s Office – Updated RC2
- IV. Certificate of Disposal (RC-3) – Law Department
- V. OTHER
- VI. Next Meeting – 9/14/2023, if needed, 8:30 am
- VII. Adjournment

**ALL PERSONS WITH DISABILITIES:**

The City of Stow will make the transition of all city business accessible via any reasonable accommodation. Please contact the Public Service Department at 330-689-2700 at least 48 hours in advance for the necessary arrangements.

**PLEASE TURN OFF ALL CELL PHONES BEFORE THE MEETING.**

**AGENDA POSTED AT [WWW.STOWOHIO.ORG](http://WWW.STOWOHIO.ORG)**